



VOLUNTEER POSITION DESCRIPTION

Position: Linen & Laundry Attendant.

Locations: Gold Coast ONLY

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| GOLD COAST | 8:00am - 12:00pm (<i>finishing times can vary</i>) 7 days week. |
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Reports To: Staff Member / Team Leader Volunteer

Responsibilities: This position involves assisting with the laundry duties, washing and linen sorting on site. Some of the daily tasks involve hanging out wet washing and removing dry washing from the line as well as sorting the bedding and linen from the donations we receive. In addition the role includes the distribution of linen to the various areas around the shelter, ensuring each area has adequate and suitable linen for the animals plus bagging and collating linen for transport to the other shelters and cutting blankets and bedding to a suitable size. Our laundry team works as a cohesive unit in order to carry out all tasks required and are an integral part of our organisation.

Stress: Please note that while the shelter is a wonderful place to visit, sometimes working in a shelter environment may cause stressors to certain individuals, namely those who have either a history of / or are predisposed to: anxiety, depression, mental health issues, are in physically poor health or have been diagnosed as being on the ASD spectrum.

If you fall into these categories please feel free to contact our Volunteer Department for more information.

Physical Capacity Required:

- Moderate level physical fitness with the ability to lift up to 20kg.
- Ability to cope with bending up and down and being on your feet for most of the shift.
- High level of manual dexterity, ability to manage multiple objects at once.
- Ability to walk unaided on grounds, pathways, grass, stairs and sometimes slippery and muddy pathways and yards.
- Clear vision, ability to see obstacles and hazards.

Mental Capacity Required:

- Highly developed communication and interpersonal skills.
- Hardworking and show initiative when required.
- Attention to detail particularly regarding procedures, hygiene and sanitization.
- Ability to comply with Standard Operating Procedures, Workplace Health and Safety Guidelines
- Work in a safe manner without risk to themselves, others or the environment.
- Correctly use all personal protective equipment provided.
- Comply with all emergency and evacuation procedures, respond appropriately to safety incidents.

Emotional Capacity Required:

- Calm and confident with people.
- Not easily distressed, not easily upset.
- Mature and emotionally secure. The shelter environment can be a trigger for some people with emotional or mental trauma.
- Ability to cope with changes, busy working environment and demanding schedule.
- Gentle and mature disposition plus a demonstrated affinity for animals.
- Not bothered by strong smells or getting dirty.

Autonomous / Unsupervised Capacity Required:

- Demonstrated ability to take direction from team members in supervisory roles.
- Ability to work autonomously while managing your own time effectively.
- Ability to work as part of a team.

Skills Gained: Working both independently and as a member of a larger team working towards the same outcomes. Work experience in a shelter environment as well as time and resource management.

Volunteer characteristics: Hard working, reliable, efficient, courteous manner, good attitude to work.

Performance Goals: At the end of 3 months with a minimum of 48 volunteer hours, be assessed prior to graduating to become a regular volunteer.

Time Commitment: Commitment within the hours above on 1 regular day per week over 3 months.