



VOLUNTEER POSITION DESCRIPTION

Position: DRIVER; General and Animal Transport (Both ON CALL and ROSTERED Positions)
Locations: Gold Coast, Beenleigh, Willawong, Warra (Bracken Ridge)

WIDER GOLD COAST and BRISBANE AREAS	ON CALL or ROSTERED hours are subject to individual locations and needs MONDAY to SUNDAY <i>(Hours/Days may vary greatly dependant on individual case requirements; 1-6 hours for ONCALL Positions, ¾ hours for ROSTERED Positions)</i>
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Reports To: AWLQ Staff/Volunteer Department

Responsibilities: This position involves the volunteer to undertake a variety of adhoc tasks related to drop off and pick up of animals and/or supplies to various locations throughout the South East Region. Good communication skills are necessary as drivers will be required to work closely with several staff and members of the community and having knowledge of the wider Gold Coast and Brisbane regions or the ability to efficiently utilise a GPS or alternative software for directions is beneficial. Working within one of our faced paced rehoming centres requires compassion and patience as well as the willingness and ability to adjust to changing demands. Drivers require experience and confidence in handling animals as some tasks may require the loading/unloading animals into the vehicle under potentially stressful circumstances.

ON CALL POSITIONS whilst not limited to, are more suitable for volunteers with flexibility in their weekly schedule as assistance may be requested with little to advanced notice. Dependent on individual cases CALL OUTS are generally sent out to all Volunteer Drivers, with the option for any volunteer available and interested to accept the job request. This role may also suit volunteers who are already actively assisting in a weekly rostered position for adhoc requests that may arise during their shift. **ROSTERED POSITIONS** will have varied responsibilities and duties across each location but generally weekly tasks would remain more consistent.

Suitable candidates applying for this volunteer position would be self-motivated, have experience handling animals, are confident drivers and comfortable adjusting to changing demands while maintaining and demonstrating an understanding of the aims and objectives of the AWLQ. We are seeking volunteers who demonstrate compassion, have a courteous manner, and are passionate about assisting AWLQ through a variety of transport related tasks.

NOTE: As a component of this role includes animal handling, we request you consider your suitability if you have an animal related allergy.

Team Fit: Please note that while this role can be very rewarding, at times contributing to the shelter environment can be challenging due to the nature of our lifesaving work, and creating a brighter future for all companion animals in need. Please refer to the Volunteer Capability Profile requirements below.

CAPABILITY PROFILE

Physical Capacity:

- Moderate level physical fitness with the ability to perform a wide range of manual handling tasks
- 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 animal's body language, see obstacles and hazards.
- Ability to hear if an animal is in distress, giving low sounds or initial warning sounds that the animal is indicating fear.
- Confident and licenced driver. Experience towing a trailer is valued but not required.

Interpersonal and Communication Skills:

- Good communication and interpersonal skills.
- Hardworking and show initiative when required.
- Positive attitude, calm and comfortable engaging with people.
- Flexibility and resilience, the ability to cope with various changes, a busy working environment and a demanding schedule.
- Gentle and mature disposition with demonstrated affinity with animals.
- Not bothered by strong smells or getting dirty.
- Attention to detail particularly regarding procedures and road sense.

Safety:

- 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

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: Driving skills, a thorough understanding of the Animal Welfare League Queensland organisation, customer relations, and personal satisfaction.

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: On Call position – Varies. **Rostered positions** - attend the same shift every week for a minimum of 3 months.