

VOLUNTEER ROLE DESCRIPTION- CHRISTMAS WRAPPING

ORGANISATIONAL ENVIRONMENT:

Established in 1898, Minda is the largest non-government disability organisation in South Australia, supporting people with disability to thrive in their local environments as valued members of their communities.

Minda is stimulating growth and development opportunities for supported employees, creating pathways for young people through various day programs, providing a range of accommodation options and delivering training programs via our allied health team.

Today, Minda supports people to have choice in where they want to live, how they want to spend their time, where they want to work and how they want to live their lives. This is what we call person-centred thinking, and it aligns with Minda's vision, for people with disability to live enriched lives of their choosing.

SERVICE DELIVERY OBJECTIVE:

The Christmas Wrapping Volunteer will operate within Minda's Strategic Marketing and Fundraising department, which is charged with creating and positioning a vibrant organisational brand, supporting greater market awareness of Minda and positioning it as a leader in the disability sector. In doing so, Minda aims to create further opportunity to increase support and generate income to improve the wellbeing of people supported by Minda, staff, volunteers and other key stakeholders.

JOB ROLE OBJECTIVE:

The Christmas Wrapping Volunteer will provide gift wrapping services throughout December for a gold coin donation. Wrapping is provided up to and including Christmas eve at various locations. Daytime and evening shifts are available.

ROLE RESPONSIBILITIES:

The role responsibilities include, but are not limited to:

- Gift wrapping presents
- Money handling
- During quiet times or those not wrapping can make pleasant conversation with customers hand out Gift Wrapping business cards
- Representing Minda and raising awareness
- Minda provides wrapping paper and ribbon
- The volunteer may be working with sensitive information, there will be strictly bound by the Minda Code of Conduct and Confidentiality Agreement.

Limitations associated with the role:

- Standing for long periods of time
- No administration of medication, food or providing personal care to participants under any circumstance.

LOCATION OF ROLE:

- Various locations

STANDARD JOB REQUIREMENTS:

All volunteers must:

- Conduct their duties in accordance with Minda's Vision and Mission Statements
- Contribute to the Goals of the organisation as identified by Minda's Strategic Plan 2016-2020
- Comply with Minda's Code of Conduct, Confidentiality Agreement, Bullying and Harassment and other generally applicable policies and procedures
- Complete the required compliance training requirements within the required timeframe as directed from time to time
- Adhere to the legislative requirements of the role, including but not limited to the OHS&W Act, Equal Opportunity Act and Anti-Discrimination Act
- Be physically capable and mentally capable and present themselves in a fit state to conduct their duties
- Undergo satisfactory DCSI Aged Care and Child related clearances on a regular basis as required
- Undergo satisfactory National Police Clearance as required
- Be willing to attend approved training and development programs.

OCCUPATIONAL HEALTH, SAFETY AND WELFARE:

All volunteers must take reasonable care to:

- Take all necessary actions to protect their own health and safety and the safety of others while at work
- Use equipment provided for health and safety purposes
- Assist in the evaluation of hazards and immediately report any accidents or near miss incidents.
- Obey any reasonable instruction that may be given in relation to health and safety.

REPORTING RELATIONSHIPS:

This role reports to:

- Community Engagement Coordinator – 8422 6544
- Positions reporting to the position: Nil

DECISION MAKING:

- Nil

SPECIAL CONDITIONS:

- Wrapping services are varied in time and may require after hours and weekend shifts.

KNOWLEDGE, SKILLS AND EXPERIENCE:

Knowledge and Experience:

- Basic fundraising and events experience
- Volunteer must be willing to travel to event location
- Physical ability to undertake the required duties of the allocated fundraising task.

Skills:

- An active listener who can communicate with Minda participants, staff and people from all walks of life
- Effective prioritisation, organisation and time management skills
- Ability to wrap gifts.



Attitude:

- Highly motivated with a positive outlook
- Friendly manner
- Open to working within a team environment, and receiving feedback from others
- Understanding of, and empathy with vision, purpose and service philosophy of Minda.

QUALIFICATIONS:

- Nil

Note: This role description represents the role as it is today, however, Minda Incorporated reserves the right to make changes to the position as required.

Acknowledgement by Volunteer

- I have read Minda’s Volunteer Handbook, which includes the Volunteer Rights and Responsibilities and understand my responsibilities as a volunteer with Minda Inc
- While working as a volunteer, I agree to abide by Minda’s policies and I understand that I will not be paid for my services
- I accept the volunteer role that has been offered to me and agree to undertake this role in accordance with the Code of Conduct and Confidentiality Agreement
- I understand that this position has an initial trial period, dependant on time contribution
- This role description represents the role as it is today, however, Minda Incorporated reserves the right to make changes to the position as required.

Trial period _____ **to** _____

Volunteer Name: _____

Volunteer Signature: _____ **Date:** _____

Volunteer Manager Name: _____

Volunteer Manager Signature: _____ **Date:** _____