

VOLUNTEER ROLE DESCRIPTION- COIN COLLECTION PROGRAM

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 Coin Collection Volunteer operates 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 AND OBJECTIVE:

Coin collection units are being placed in organisations across South Australia to provide an opportunity for Minda to create a new and cost-effective channel to collect donations. The Coin Collection Volunteer is responsible for visiting stores hosting coin collection units to collect donations.

ROLE RESPONSIBILITIES:

The role responsibilities include, but are not limited to:

- Being issued with a coin collection run (including address details of stores hosting coin collection units and a map)
- Emptying donations from existing units and banking funds
- Changing over and installing new units, upon approval from businesses
- Securing new unit placements through prospecting new businesses in the area
- Keeping records of stores visited and donations collected, using documentation provided by Minda
- Coin Collection Volunteers must always work in pairs
- Volunteer safety is our top priority
- If driving a vehicle, the volunteer must adhere to Minda's Motor Vehicle Use Procedure.

LOCATION OF ROLE:

- The location of this role will vary. Collections will predominantly be within the Adelaide metropolitan region, however regional runs may be required and agreed upon with the volunteer.

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
- 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 The Community Engagement Coordinator-84226544

DECISION MAKING:

- Nil. Report to Community Engagement Coordinator.

SPECIAL CONDITIONS:

- Nil.

KNOWLEDGE, SKILLS AND EXPERIENCE:

Knowledge and Experience:

- Previous experience working in a sales or customer service role.

Skills:

- Good verbal communication skills
- Ability to maintain confidentiality at all times
- Effective prioritisation, organisation and time management skills.

Attitude:

- Highly motivated with a positive outlook
- Friendly manner
- Open to working within a team environment, and receiving feedback from others.



QUALIFICATIONS:

Mandatory:

- Current Department of Human Services child-related employment screening

Desired:

- Current unencumbered driver's license.

ACKNOWLEDGEMENT BY VOLUNTEER

- I have read Minda's Rights and Responsibilities document 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 Minda's Code of Conduct
- 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's Name: (please print) _____

Volunteer's signature: _____ Date: _____

Volunteer Coordinator's signature: _____ Date: _____

APPROVAL OF ROLE DESCRIPTION