



## Role: Corporate Services Volunteer

**Aim:** Community Accessability is committed to providing transport for members of the community who are frail aged, or have a disability, to medical/therapy appointments and day activities and respite activities and holidays for disabled individuals living independently or with a carer.

**What does the volunteer do?** To support the operations of Community Accessability by performing general administration duties and tasks, gardening or basic grounds and vehicle maintenance.

### Reporting:

Volunteers will report to the allocated staff member on all matters relating to clients, accessibility, volunteer availability, training and the duties of the role.

### Personal qualities and experience:

- Acceptance of all people
- Good communication skills
- Desire to support the local community
- Ability to work with a variety of people.
- A willingness to help others
- Have a sense of fun and adventure
- An interest in learning new skills
- Computer skills would be beneficial but not essential.

### Tasks performed:

- Reception duties/answer the phone
- General administration
- Photocopying and filing
- Stock control/running errands
- Gardening and grounds maintenance
- Cleaning/washing vehicles

### Occasional Tasks:

- Computer use
- Driving of CA vehicles
- Assist with enquiries
- Receive payments and write receipts

### Training:

Any additional training that is required to perform the duties of the role will be provided.

### Location:

CA operates in a number of locations, in Wodonga, Wangaratta, Shepparton and Seymour. Duties will vary dependent on the location.

### Dress Code:

Attire which is suitable for either an office location or for outdoor/manual work.

### Hours/days required:

Varied, only during business hours

### Work, Health & Safety

- Wear closed shoes or workboots at all times
- Wear safety clothing as and when required
- Sunsmart if working outdoors

### Volunteer Rights and Responsibilities:

- Volunteers have the right to refuse any assignments for whatever reason
- Please discuss issues as they arise with the Area Manager
- Inform the allocated staff member if you are unable to complete an assignment or if you become unavailable
- Participate in training as and when required
- Adhere to Community Accessability's policies and procedures
- Provide the service in a pleasant manner
- Disclose all pre-existing injuries or medical conditions which may affect your ability to fulfil the duties of this position
- Undergo a Police Check and obtain a Working With Children Check (costs will be reimbursed)