

Volunteer Position Description

Position: Donation Collection

Department: Fundraising

Volunteers' Coordinator	
Name:	Rebecca Smith
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Location: Various

Hours: Various

About the Position:

Our Fundraising Team has a donation program that has been in operation for a number of years. This program involves donation boxes being placed at locations around Canberra to accept small change as a donation to help fund our vital work.

Key Duties

- Assisting the Fundraising Team to disseminate and collect donation boxes from locations around Canberra. These are normally collected every one to three months and then delivered to the RSPCA ACT shelter in Weston.
- Seek out new opportunities to place donation boxes at businesses where spare change may be given.

Personal Attributes and requirements

- Excellent verbal communication skills
- Positive and upbeat attitude
- Access to transport
- Ability to lift up to 3kgs
- Willingness to take and follow direction
- Working with Vulnerable People Registration.

Benefits

- Participating in a worthwhile cause

Induction and training

- RSPCA Volunteer Induction and Orientation;
- Briefing of role by Fundraising Team member.