

Volunteer Position Description

Position: Donations Assistant

Department: PAC

| Volunteer Program Coordinator | |
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| Name: | Stella Molloy |
| Phone: | 6287 8100 |
| Email: | volunteers@rspca-act.org.au |

Location: 12 Kirkpatrick Street Weston ACT 2611

Hours: Two-Hour shift morning or afternoon Monday - Friday

About the Position

The role of donations assistant provides assistance to the PAC team

Key Duties

- Sorting and distributing donated items
- General cleaning of public and animal areas within the building

Skills & Qualities

- Positive and upbeat attitude
- Willingness to take direction
- Attention to detail

Benefits

- Team engagement
- Participation in a worthwhile cause

Induction and training

- RSPCA Volunteer Induction
- On the job training

Additional requirements

- Uniform Compliance
- Tetanus vaccinations up to date
- Working with Vulnerable People Registration
- Six-month commitment to volunteering with the RSPCA

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares for thousands of animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

Donations Assistant – Task Analysis

The role of a donations assistant can require a degree of lifting, bending, squatting and reaching. Occupants must be able to work independently and with minimal supervision.

| Description | Requirement | Regularly/irregularly | Additional Information |
|------------------|-------------------|-----------------------|---|
| Manual Handling | 1. Lifting 0-10kg | Regularly | <ul style="list-style-type: none"> Lifting donated items such as Manchester, food, bedding and equipment |
| | 2. Lifting 10kg + | Irregularly | <ul style="list-style-type: none"> Lifting bags of animal food and equipment |
| | 3. Bending | Regularly | <ul style="list-style-type: none"> Bending to move and lift items in and out shelving |
| | 4. Squatting | Regularly | <ul style="list-style-type: none"> Squatting to move and lift items in and out shelving |
| | 5. Reaching | Regularly | <ul style="list-style-type: none"> Reaching to move and lift items in and out shelving |
| | 6. Push/pull | Irregularly | <ul style="list-style-type: none"> Pushing or pulling trolley with donated items around the shelter |
| Work Environment | 7. Works indoors | Regularly | <ul style="list-style-type: none"> Sorting items inside |
| | 8. Works outdoors | Regularly | <ul style="list-style-type: none"> Delivering items around the shelter |