

## Volunteer Position Description

<b>Position Title</b>	Volunteer Driver - Delivery
<b>Position Purpose</b>	To collect food, hampers and parcels from St. Merkorious Charity warehouse in South Strathfield and deliver to clients
<b>Reporting To</b>	St. Merkorious Charity Staff – 0478 760 450
<b>Position Responsibilities</b>	<ul style="list-style-type: none"> <li>• Pickup food, hampers and parcels</li> <li>• Delivery to distribution locations, or contactless delivery direct to clients (drop off outside and go)</li> <li>• Respect the privacy, rights and dignity of clients and maintain confidentiality with respect to information obtain during the delivery of the service</li> <li>• Carry out regular basic vehicle inspections as well as re-fuelling, and inform staff of any issues</li> <li>• Keep statistics and report them to the dept</li> </ul>
<b>Commitment Requested</b>	<p>A minimum of 3 hours on a weekday is requested between 7.00 am – 6.00 pm Monday-Friday. A minimum commitment of 3 months requested.</p> <p>The rostering of hours and days will be negotiated to meet the availability of the volunteer and the needs of the service.</p> <p>St. Merkorious Charity is committed to Volunteering Australia’s National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week.</p>
<b>Training Provided</b>	General induction
<b>Position requirements (Skills, qualifications &amp; experience)</b>	<ul style="list-style-type: none"> <li>• Current full driver licence</li> <li>• Excellent driving record</li> <li>• Ability to use technology (e.g. tablets, smartphones, GPS) to navigate scheduled trips</li> <li>• Confident driving a large van</li> </ul>
<b>Background Checks</b>	Working with Children Check (preferred but not required)

## Volunteer Applicant Declaration

You and your St. Merkorious Charity manager, or delegate, have discussed, read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

Volunteering at St. Merkorious Charity is dependent on the results of background checks that are detailed in this volunteer position description. St. Merkorious Charity reserves the right to prohibit an individual from volunteering if background checks are not to the organisation’s satisfaction.

In addition, you are required to provide full and up to date disclosure to St. Merkorious Charity in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

