



## Clothing Sorting Assistant

Program: Social Program

### Volunteer Program Contact:

<b>Name</b>	Brittany Campbell
<b>Position</b>	Coordinator – Volunteer Program
<b>Phone</b>	6293 6379
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### Program Supervisors / Contacts:

<b>Name</b>	Trevor Gilbertson
<b>Position</b>	Manager – Clothing and Retail Programs
<b>Phone</b>	6293 6323
<b>Email</b>	trevor.gilbertson@commsatwork.org

### Times and Location:

Scheduled Hours: Monday and Thursday 12pm – 2:30 pm, however other times can be negotiated to suit your schedule.

The role is based at the Tuggeranong Community Centre

### About the Program:

Communities@Work's Social Programs provide immediate assistance to vulnerable and disadvantaged people experiencing hardship and empower people to create better futures.

We provide a continuum of care for clients which addresses their immediate needs and deliver services that empower people to create better futures.

This position supports the Best Dressed Store located in the Tuggeranong Hyperdome; the Clothing Program and the Gold Coin Days that run at Tuggeranong and Gungahlin Community Centres, through the sorting of stock to facilitate the quality of these programs.

## Our Vision

A resilient and socially inclusive community that cares for the well-being of all.

## Our Mission

To deliver quality community services of social value and practical benefit.

## Our Values

### Trust, Integrity & Transparency:

We earn the confidence of the community by instilling these qualities throughout every aspect of Communities@Work.

### Respect for All:

We respect everyone we deal with, care about everyone in the community and value difference and diversity.

### Flexibility & Responsiveness:

We are adaptive and agile in pursuing the vision of Communities@Work, with a proactive approach to change and progress.

### Quality & Innovation:

We are committed to excellent service delivery, underpinned by continuous improvement and innovation.

### Affordability & Sustainability:

We ensure our services are relevant and appropriate as we build our capacity for a sustainable future.

## Duties:

- Sorting donated clothing at the Tuggeranong Community Centre
- Tidying and cleaning
- Restocking clothing
- Being a champion of Communities@Work's programs and mission in the community

## Skills and Experience:

- Able to work effectively autonomously and in a team

## Qualities:

- Positive, can do attitude
- Ability to prioritise and work diligently
- Comfortable interacting with vulnerable people
- Warm, friendly, outgoing and people focused
- Empathetic, compassionate and non-judgemental
- Organised with good attention to detail
- A willingness to work under supervision and direction
- Able to interact with Communities@Work's team members and stakeholders in a friendly, helpful and respectful manner
- Willing to accept Communities@Work's core vision, mission and values, and represent the organisation within the framework

## Additional Requirements:

- Working with Vulnerable People Registration
- Attendance at a two hour Communities@Work Volunteer Induction
- Attendance at other training sessions as required including Program Area/Role specific orientation and training

Communities@Work has a vision for a resilient and socially inclusive community that cares for the well-being of all.



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Torres Strait Islander  
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