



Mail Volunteer

Program: Internal Operations

Volunteer Program Contact:

Name	Brittany Campbell
Position	Coordinator – Volunteer Program
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Program Supervisors / Contacts:

Name	Jeanine Cannon
Position	Executive Assistant
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Times and Location:

Times to be confirmed between volunteer and supervisor dependent on work / project timeframes.

The role requires travel between Communities@Work locations across Canberra, including Tuggeranong, Weston, Kambah and Gungahlin.

About the Program:

Communities@Work provides a broad suite of quality community programs of social value and practical benefit.

Established and developed in Canberra, we are a local organisation that understands local needs. Our innovative and progressive culture seeks to respond to changing community needs in a thoughtful and constructive manner.

Delivering over 100 programs from 40 locations, each year, we support more than 20,000 people from birth to senior years.

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:

- Collect internal mail from Tuggeranong Community Centre
- Deliver internal mail to other Communities@Work locations across Canberra
- Drive a Communities@Work vehicle
- Assist with donation pick-ups from agreed upon sites and return items to the Tuggeranong Community Centre

Skills and Experience:

- Sound knowledge of the Canberra region and the ACT road system
- Ability to work independently with minimal supervision when required
- Reasonable physical fitness that will allow for lifting and moving of donated items

Qualities:

- A willingness to work under supervision and direction
- Able to interact with Communities at 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:

- Current Driver's License
- 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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