

TOY COLLECTION VOLUNTEER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	Toy Collection Volunteer		
Department & Section	Community Development		
Team	Customer Experience (Libraries)		
Reporting to	Library Officer		
	Prescribed Position:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

How does this position contribute to our community?

- To act as a link between the Council and the community

What does the position do?

- Assists in keeping the toy collection shelves tidy and accessible to customers
- Assists with keeping the toys clean at all times
- Supports staff in managing partial returns of toys
- Assists customers to choose age-appropriate toys where appropriate
- Complies with the relevant policies and procedures for reporting and supervision
- Records volunteer hours via Timeclock
- Other reasonable duties as required

The behaviours we expect the position to contribute to our workplace are:

- Empathetic, compassionate, caring and patient
- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build sound work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- PAE Induction and relevant orientations are essential
- Satisfactory National Criminal History Check
- Satisfactory DHS Working with Children Check
- Satisfactory completion of Child Safe Environments 'Through their eyes' Training

Experience

- No previous experience required

Knowledge

- Have a brief understanding of child development and how to recommend appropriate toys
- Know where different toys are located in the space to accurately direct customers
- Be aware of the types of toys being borrowed so more can be purchased in popular areas
- Know that we have sensory toys available for children with developmental/learning difficulties.

VOLUNTEER POSITION STATEMENT



Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Volunteers

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014

Volunteer Signature: _____

Print Name: _____

Date: _____

Volunteer Development Officer OR
Program Coordinator Signature: _____

Print Name: _____

Date: _____