**VOLUNTEER ROLE PURPOSE STATEMENT**

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| --- | --- |
| **ROLE** | Jesuit Social Services Volunteer |
| **VOLUNTEER’S SUPERVISOR** | Administrative Officer |
| **PROGRAM** | Ignite Food Store and or Op Shop |
| **LOCATION WHERE VOLUNTEER WILL BE LOCATED** | 254 Luxford Road  Emerton NSW 2770 |
| **TIME COMMITMENT** | To be discussed with supervisor |

# JESUIT SOCIAL SERVICES OVERVIEW

**Our Vision**

Building a Just Society

**Our Mission**

Standing in solidarity with those in need, expressing a faith that promotes justice.

**Our Purpose**

We work to build a just society where all people can live to their full potential by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

**Our Values**

* Welcoming – forming strong, faithful relationships
* Discerning – being reflective and strategic in all we do
* Courageous – standing up boldly to effect change

**Who we work with**

We are part of and work with:

* Those most in need - individuals, families and communities
* The broader communities in which we live
* The decision-makers, service providers and institutions that affect us

**What we do**

We strengthen and build respectful, constructive relationships for:

* Effective services - by partnering with people most in need and those who support them to address disadvantage
* Education – by providing access to lifelong learning and development
* Capacity building – by refining and evaluating our practice and sharing and partnering for greater impact
* Advocacy – by building awareness of injustice and advocating for social change based on grounded experience and research
* Leadership development – by partnering across sectors to build expertise and commitment for justice

**PROGRAM BACKGROUND**

**The Ignite Food Store and Op Shop**

A community development project, The Food Store and op Shop is one of a number of Social Service programs operating within a partnership between Jesuit Social Services and the Jesuit Parish of Holy Family, Emerton in Western Sydney.

The vision for Social Services at Holy Family is to bring together principles of community development, social justice and social enterprise in order to enhance both the mission of the parish and the lives of the local community, by promoting health, wellbeing and social inclusion. This is being done through the:

* Supply of quality, low cost food and clothing to the local community.
* Provision of accredited work-based training and employment options.
* Development of a community space that addresses social isolation.

# KEY OBJECTIVES

The Food Store/Op Shop Volunteer is responsible for the helping with the ‘day to day’ operations of the Ignite Food Store and Op Shop

The key objectives of this role are:

* A commitment to the principles of social justice espoused by Jesuit Social Services and the Holy family community
* Ability to work within and actively support the ministry of Jesuit Social Services and Holy Family Parish
* Positive and friendly attitude with a commitment to good customer service
* Willing to commit to regular work between 8.30am and 3.30pm on one or more days a week
* Ability to take directions, initiative, and work as part of a team
* Ability to be flexible and adaptable

**OUTLINE OF VOLUNTEER’S RESPONSIBILITIES**

**Ignite Food Store**

* Picking up and/or unloading goods from truck and van.
* Receiving goods into the back dock (compulsory reading of WHS policy of manual handling , copy is included in the volunteer pack)
* Preparing goods for shelves as directed by the Store Manager
* Stacking shelves and following pricing guide as set by the Store Manager
* Maintain of the store cleanliness
* Customer enquiries and directing new customers on how to use the shop model
* Helping customers with shopping to their car and returning the trolleys to the Store
* May need to accompany the driver on pickup’s and deliveries
* Jobs as per the duty task list provided by the Store Manager
* Other duties, as required

**Ignite Op Shop**

* Support the general operation of the Op Shop
* Opening and closing of the Op Shop according to Op Shop procedures
* Sorting all donations
* Hanging, labelling and displaying donations according to Store Manager Instructions
* Customer enquiries
* Maintaining general tidiness and cleanliness of the Op Shop
* May need to accompany the driver on pickup’s and deliveries
* Other duties as required

**QUALIFICATIONS AND EXPERIENCE NEEDED**

* Understanding and sympathy with the mission and ethos of Jesuit Social Services
* Valid Working with Children Check
* Successful Interview and Police Check to be conducted by Jesuit Social Services prior to commencement.

**TRAINING AND SUPPORT PLAN**

* Brief orientation will be provided
* Volunteer Organisation Induction

**REPORTING**

All Volunteers sign on when arriving and sign out when leaving using the sign on book provided

**SIGNATURES**

By signing this Volunteer Role Purpose Statement the Volunteer confirms that it has been read, understood and accepted

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVED BY DATE**

David Hammond August 2018

General Manager, Western Sydney