



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE:	Brotherhood Books Team Member
REPORTING TO:	Business Development Coordinator, Brotherhood Books
DEPARTMENT:	Brotherhood Books
HOURS:	Negotiable during store opening hours
OCCUPANT:	TBA

ORGANISATIONAL PURPOSE:

Established during the Great Depression, the Brotherhood of St Laurence was the vision and creation of Fr Gerard Tucker, a man who combined his Christian faith with a fierce determination to end social injustice. The BSL has developed into an independent organisation with strong Anglican and community links. Today, we continue to fight for an Australia free of poverty.

The Brotherhood of St Laurence employs over 600 staff and is supported by 1200 volunteers. We are developing social and community enterprises to address inequality by forming partnerships between government, business, community and welfare organisations.

As well as providing services and programs for families and elderly people on low incomes, refugees, young people and the unemployed, we research the causes and effects of poverty and advocate national and local policy solutions for people who are disadvantaged.

The BSL is currently focusing its work on strategies to alleviate and prevent poverty for those people most at risk at the four transition stages considered critical to their future well being: the early years, the years from school to work, periods in and out of work and retirement and aging.

Social Enterprises is one of nine Divisions of the Brotherhood of St. Laurence (BSL), and has responsibility for creating and developing enterprising projects and ventures that maximise the financial contributions to the organisation.

DEPARTMENTAL PURPOSE:

Brotherhood Books is an online second-hand bookstore, run from the kind donations received from the public. The team of mainly volunteers, sorts, clean and price high-quality donated books ready to be purchased online by our loyal customers. The Brotherhood Books program also places volunteers in our large format stores to facilitate optimum sales of our shop grade product within the Community Store environment.

POSITION PURPOSE:

To optimise profit for the Brotherhood of St Laurence through the sales of retail grade recycled books within the Community Store environment.

KEY RESPONSIBILITIES AND DUTIES:

1. Stock and merchandising

- Select, clean and price books according to in-store guidelines
- Shelf books into appropriate categories
- Ensure the books area is well maintained by making sure shelves are full and organized, tidy and clean.

2. Team work

- Cooperate with colleagues to enhance teamwork and results
- Be punctual and reliable, and notify the manager/supervisor if unable to attend a rostered shift
- Assist staff and volunteers in all operations of Brotherhood Books on-line bookstore in order to achieve budget projections
- Communicate with the manager and/or supervisor in regard to any issues that may arise from the operation of Brotherhood Books
- Work within BSL policies and procedures as detailed at induction and in departmental guidelines.

3. Occupational Health and Safety (list OHS requirements specific to the role).

- All incidents/injuries/near misses are reported within 24 hours
- All staff and volunteers are responsible for assisting, monitoring and reporting matters pertaining to OH&S within their workplace.

4. Multi-skilling

- The volunteer may be directed to carry out such duties as are within the limits of his/her skill, competence and training.

KEY SELECTION CRITERIA

- Enthusiasm, reliability and commitment to the objectives of Brotherhood Books
- Ability to work well in a team environment
- Good communication skills
- Experience with books preferred, but not essential
- Willingness to undergo and obtain a satisfactory Police Check
- Understanding of, and empathy with the values and ideals of the BSL

CONDITIONS OF APPOINTMENT

- It is a condition of engagement that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and to a workplace free from discrimination and harassment
- All members of staff are expected to behave in accordance with the principles of the Brotherhood of St Laurence Code of Ethical Behaviour
- A standard Police Check will be performed on the successful applicant to any position within Aged and Community Services, Children's and Family Services or Employment Services. The Police Check Policy is designed to increase the assurance of quality care provided to BSL clients
- A four week trial period and a three-month probationary period applies.
- The BSL operates a smoke-free work environment
- It is an expectation that Volunteers, like all staff notify the appropriate manager / supervisor if unable to attend their rostered shift.

CERTIFICATION

I have read this document and agree to undertake the duties and responsibilities as listed above. I also agree to abide by the fundamental principles of the Brotherhood of St. Laurence.

I acknowledge that:

I understand the requirements of, and am prepared to undertake the duties and responsibilities stated in the Position Description. The Position Description will be reviewed regularly in consultation with me, and I will be subject to a three month probationary period from my commencement date – after which my ongoing commitment will be reviewed.

Volunteer:

Name: _____ Date: _____

Signature: _____

Supervisor

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Name: _____ Date: _____

Signature: _____