

SUPPORTING
LOCAL ASYLUM
SEEKERS



Household Goods Coordinator POSITION DESCRIPTION

The Household Goods Coordinator accepts, cleans, sorts and coordinates distribution of household goods donations such as mops, vacuums, washing baskets and irons for asylum seeker homes supported by West Welcome Wagon (WWW).

This is a volunteer position. We estimate the role will require the Coordinator to have approximately 6-8 hours available to volunteer per week.

Main tasks and responsibilities:

- Receive donations;
- Sort by category and clean as required (assistance is available for this via volunteers);
- Store household goods and make packs as required;
- Notify small goods Delivery Coordinator when packs are ready to be distributed;
- Work with the Delivery Administrator, who monitors the database of requests for items and donations, as well as the Facebook page where donations are posted.

Requirements:

- Facebook and Google Drive literacy, as the majority of communication and organisation is undertaken this way;
- Communication skills, particularly in online communication;
- Organisational skills for keeping track of donations coming in and out;
- An understanding of WWW's work and goals;

West Welcome Wagon will provide:

- Induction into the organisation and the role;
- A volunteer to undertake administration for the role;
- Ongoing support from the Committee, Operations Manager, and the CORE group of volunteers;
- Regular social events with the team of WWW collectors and organisers.

For more information and how to apply, please contact volunteer@westwelcomewagon.org.au