



POSITION DESCRIPTION

Teamwork Assistant

Location: Clayton

Casual Positions

Position Overview

The Teamwork Assistant plays an integral role in supporting the operations of our not-for-profit organisation. This position involves supervising and training workplace volunteers in various tasks, including prams, cots and car seat cleaning and repairs, sorting clothes, preparing bundles packs, and other duties as assigned.

The successful candidate will have excellent communication skills, a strong work ethic, and the ability to work effectively in a team-oriented environment. The role requires manual handling, physical work and the ability to actively participate in hands-on tasks. Flexibility and adaptability are essential as priorities can change quickly.

Key Relationships

Internal	<ul style="list-style-type: none">● Community Engagement and Operations Manager● Volunteer and Operations Coordinators
External	<ul style="list-style-type: none">● Workplace volunteering groups (including corporate and school groups)● Individual community volunteers

Responsibilities

- Supervise and train workplace volunteers in areas such as:
 - Cleaning and repairs of donated items, ensuring high-quality and safety standards are met.
 - Sorting donated items efficiently and accurately.
 - Creating bundle packs for distribution, considering the needs of recipients.
- Provide clear instructions and guidance to volunteers, ensuring a safe and productive work environment.
- Follow established health and safety guidelines, including manual handling, ensuring compliance at all times.
- Conduct safety checks within the warehouse and report any potential hazards or concerns.
- Clearly and respectfully communicate with volunteers, staff, and other stakeholders.
- Foster a positive and inclusive work culture, promoting teamwork and collaboration.
- Collaborate with the Operations Manager to address any challenges or issues that arise.

- Act as a positive ambassador, representing the organisation in a professional manner.

Key competencies and skills

- Previous experience in a warehouse or similar environment is preferred.
- Ability to supervise and train volunteers effectively.
- Excellent communication skills, both verbal and written.
- Strong interpersonal skills, with the ability to work well in a team setting.
- Capacity to work with a range of volunteers from corporate, community and school groups.
- Alignment with the values and mission of the organization.
- Physically fit and capable of performing manual handling tasks, including lifting and standing for extended periods.
- Ability to adapt to changing priorities.
- Self-motivated, reliable, and able to work independently as well as part of a team.
- Working with Children Check
- Police Check

Award Level

This role sits under the SCHADS Award Level 2