

## **VOLUNTEER - POSITION DESCRIPTION**

*Make a difference and support your community*

<b>Program Name:</b>	Volunteer Share the Food Program
<b>Location:</b>	Port Phillip Community Group – Port Melbourne site
<b>Hours per week:</b>	4 - 5 hours on Mondays between 9.30am and 4.30pm
<b>Accountability:</b>	Manager Community Engagement and Inclusion

### **ORGANISATION OVERVIEW**

Port Phillip Community Group (PPCG) is a not-for-profit organisation governed by a community-based Board of Directors. PPCG provides services to individuals and families from a wide range of backgrounds and with a diverse set of needs.

People using our services may be managing multiple and complex issues such as mental and physical health needs, housing insecurity, family violence, chronically low income, drug and alcohol dependency, and unemployment.

PPCG provides centre-based and outreach programs and services that include:

- Information, referral and support including emergency relief and material aid
- Financial counselling, tax help, and no interest loans
- Community engagement and inclusion through social, recreational and well-being groups
- Education and skills development along with pathways to employment
- Advocacy to reduce inequity, social exclusion and poverty

### **CURRENT VOLUNTEER OPPORTUNITIES ARE AVAILABLE IN THE FOLLOWING AREA:**

#### **Share the Food Program (Port Melbourne):**

The Share the Food program distributes food and essential items to residents of the City of Port Phillip facing hardship or isolation.

### **KEY RESPONSIBILITIES & EXPECTATIONS OF YOU IN THE ROLE:**

**Role 1** - Unpacking, transport and logistics which includes:  
Unpacking food vans, stocking freezer, cool room and warehouse  
Assisting with transport of food

**Important: Requires moderate to high level of strength and fitness.**

**Role 2** - General warehousing duties which includes:  
Sorting stock, construction of food parcels, general organisational duties, record-keeping and coordinating tasks.

## **VOLUNTEER SELECTION CRITERIA**

### **ESSENTIAL**

1. Moderate to high level of strength and fitness.
2. Ability to work in a caring team environment.
3. Attention to detail.
4. Ability to communicate with people from diverse backgrounds.
5. Computer literacy for role 3.
6. Punctual and reliable.

### **DESIRABLE**

1. Sense of humour.

## **ADDITIONAL NOTES TO POTENTIAL VOLUNTEERS**

- In line with all PPCG staff and volunteer appointment is subject to a satisfactory Police Check and Working with Children Check.
- Pre-existing injury: for all PPCG staff and volunteers it is a condition of working with PPCG that full disclosure is made of pre-existing injuries or other health issues that may impact their role.
- It is expected that all volunteers will participate in training and skills development in line with your role.
- It is a condition of working with PPCG that all COVID-19 safety requirements are adhered to and we encourage and support volunteers to be vaccinated.

## **HOW TO APPLY**

Please fill in the [Expression of Interest form](#) available on our website and email it to us at [info-support@ppcg.org.au](mailto:info-support@ppcg.org.au). We will respond to your inquiry within 48 hours.

For information about our services please have a look at our website: [www.ppcg.org.au](http://www.ppcg.org.au)

