

VOLUNTEER - POSITION DESCRIPTION

Make a difference and support your community

Program Name: Volunteer Share the Food Program
Location: Port Phillip Community Group – Port Melbourne site
Hours per week: 2- 4 hours on Mondays, Wednesday or Sunday between 9.00am
Accountability: and 4.30pm
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 agencies within the City of Port Phillip to enable them to provide support to residents in the areas facing hardship or isolation.

KEY RESPONSIBILITIES & EXPECTATIONS OF YOU IN THE ROLE:

Role 1 – STF Warehouse

- On Monday and Wednesday (around 2 to 3 hours)

Monday- General warehousing duties which includes assistance with unloading van with donations, unpacking, stocking freezer, cool room and pantry items

Important: Requires moderate to high level of strength and fitness

Wednesday- Sorting stock including fruits & vegetables, preparing agency orders, construction of food packs/boxes, general organisational duties and occasional assisting with record-keeping.

Role 2 – South Melbourne Market collection

- On Sunday (about 1.5hrs between 3pm to 5pm)

Collecting donations including fresh fruits and vegetables, meat, and bakery items from regular vendors, loading the van, and help unload the donations in the chiller at the warehouse in Port Melbourne.

VOLUNTEER SELECTION CRITERIA

ESSENTIAL

1. Moderate to high level of strength and fitness (Although this is highly desirable but not essential for all the tasks)
2. Ability to work in a caring team environment.
3. Attention to detail.
4. Ability to communicate with people from diverse backgrounds.
5. Punctual and reliable.

DESIRABLE

1. Sense of humour.

ADDITIONAL NOTES TO POTENTIAL VOLUNTEERS

- All PPCG staff and volunteer appointments are subject to a satisfactory PoliceCheck 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. 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

