

Position Description	
1. Position Title	Volunteer- Assistant
2. Service	Corporate
3. Program	Coles and Aldi Collections
4. Location	Various
5. Reporting Manager/ Coordinator	Leigh Smith
6. Relevant Award(s)	Social, Community, Home Care and Disability Services
7. Position Terms	Volunteer
8. Requirements	Current Working With Children Check
9. When	Monday, Wednesday and Friday, hours are voluntary with flexibility available. We ask how ever that the minimum of completing the deliveries on the days attending. This can range from 1-3hrs. More hours can be provided if this is sought by the volunteer.

Competencies and Outcomes
<p>Essential:</p> <ul style="list-style-type: none"> I. Driver's Licence II. Working with Children Check employee number
<p>Desirable:</p> <ul style="list-style-type: none"> I. An understanding of the Tamworth Family Support Programs II. Demonstrated knowledge of Work, Health and Safety (WHS) practices and guidelines

Tamworth Family Support Service Values
<p>TFSS Vision Thriving Communities, Endless Possibilities</p>
<p>Mission We work toward achieving our vision through our purpose, which is to:</p> <ul style="list-style-type: none"> 1. Strengthen and improve social and personal well-being for individuals, families and communities; 2. Promote access, equality and social justice; and 3. Deliver services of quality and value.

Organisation Objectives
<p>Tamworth Family Support Service (TFSS) is a non-government, community based organisation that has been delivering services to families in Tamworth since 1979. It has more than 80 staff across all programs, operating in Tamworth and surrounding areas including Quirindi, Manilla, Gunnedah, Narrabri and Barraba.</p>

TFSS now comprises of multiple funded programs. These include Government funded programs that are free to the community. The aim of the Tamworth Family Support Service is to provide help to people in need, ensuring each client receives professional and appropriate services and referrals.

TFSS is supported by a set of values which guide the way we work, make decisions and provide services. We define these values as:

- Diversity: To accept and appreciate differences
- Integrity: To always act with honesty and professionalism
- Community: To have a sense of responsibility and contribution
- Leadership: To utilise our position to drive change
- Partnerships: To work collaboratively to deliver the best outcomes

Program and Position Objectives

To provide support the TFSS programs through the collection and delivery of donations to various organisational sites

Duties

- Pick up of goods from Local Businesses
- Recording of donated goods
- Communicating with program staff of when and what has been donated
- Deliver to locations as requested or directed