Guide Dogs
SA.NT your eyes and ears

Position Description
Mini and Model Dog Collector

Aspiration

We aspire to grow and proudly become a leader in the disability sector.

Purpose

To use our expertise with dogs and in sensory provision to enhance the quality of life of individuals and their families living with a disability.

About Guide Dogs SA.NT

Guide Dogs SA.NT is all about helping individuals improve their quality of life. We support people with sensory loss – that's people who are blind, vision impaired, and/or deaf or hearing impaired – to live as independently as possible. We also provide autism assistance dogs for families of children living with autism.

TITLE : Mini and Model Dog Collector

OBJECTIVES OF POSITION

Volunteers play a vital role in our mini and model dog collection program which raises considerable funds for our organization.
The collection dogs are placed in a variety of businesses throughout South Australia and the NT.
Volunteers follow a sequenced list within an area to complete the scheduled pick-ups in a Guide Dog.

KEY RELATIONSHIPS

- Accountable to the Volunteer Coordinator, Business Development Unit (BDU)
- Works collaboratively with all staff at Guide Dogs SA.NT
- Local business owners and members of the public.

POSITION DETAILS

1. Customer/Client Services

- Foster positive relationships with staff, other volunteers and member of the public.
- Enjoy meeting people from a variety of businesses and have good interpersonal skills.

2. Systems and Processes

- To collect mini and model dogs on set routes within the metropolitan area
- To encourage businesses to continue to collect donations
- Volunteers follow a sequenced list within an area to complete the scheduled pick-ups in a Guide Dogs SA.NT vehicle.
- Accommodation is provided when country collection runs require an overnight stay.

3. Leadership and People

- Accept responsibility for own safety in the workplace and take appropriate remedial action when hazards are observed.

PERSONAL CRITERIA

Experience and Knowledge

- Current drivers licence essential
- Good driving/navigational skills
- Confident in driving around any of the metropolitan areas

Personal Capabilities

- Must be available to conduct one run per fortnight or month
- Must be physically fit – some lifting is involved
- Always conduct collection runs with another volunteer
- Self-motivated, with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds
- Ability to be flexible and readily accommodate change
- Ability to make sound judgments under pressure and time constraints
- Ability to maintain confidentiality
- Excellent interpersonal skills – ability to comfortably interact with Guide Dogs SA.NT vision impaired clients
- Must like dogs
- Willing to undergo a police check
- Will abide by Guide Dogs SA.NT workplace values (see next page).

Accepted by Volunteer:

_____ _____ / /

Signature Print Name

Approved by Manager

_____ _____ / /

Signature Print Name

Guide Dogs Association of SA.NT Inc Values and Employee's Personal Contribution Criteria [Our Values are converted into the following behaviours]

Innovation

We are forward thinking

- We are open to new ideas
- We are solutions-focussed
- We take responsibility for developing ourselves
- We proactively seek new ways to create value for customers and the organisation
- We continually look for ways to improve our services

Fun

We play our part in making this an energetic and enjoyable place for ourselves and others

- We show enthusiasm for what we do
- We balance life and work
- We contribute to a vibrant working environment
- We support and encourage one another
- We create opportunities for celebration & camaraderie

Collaboration

We actively engage with others

- We work together to achieve our goals
- We work in partnership with other teams
- We seek the input of others in matters that impact them
- We share our expertise and knowledge freely
- We actively listen to others

Achievement

We deliver outcomes

- We deliver our services to the highest possible standard
- We deliver results that have value for customers
- We deliver on time as promised
- We recognise and celebrate achievements
- We hold ourselves accountable

Integrity

We are ethical, honest and respectful

- We respect the uniqueness of individuals
- We are transparent in our communication
- We act in the best interests of customers
- We do what we say we will do
- We are non-judgmental in our dealings with others