



Guide Dogs

SA.NT your eyes and ears

Position Description

Collection Dog Donation Processor

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 : Collection Dog Donation Processor

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.

The donation processor role is required to volunteer one to two days per week emptying collection dogs and counting the proceeds ready for the accounts department.

KEY RELATIONSHIPS

- Accountable to the Volunteer Coordinator, Business Development Unit (BDU)
- Works collaboratively with all staff at Guide Dogs SA.NT

POSITION DETAILS

1. Customer/Client Services

- Foster positive relationships with all staff and other volunteers

2. Systems and Processes

- To empty donations from mini and model dogs coming back from being collected around SA
- Process donations through a money counting machine
- Tally up all donations from collection runs and fill in paperwork for accounting department staff
- When necessary some dogs will need to be cleaned during/after processing donations.

3. Leadership and People

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

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