

Position Title:	Logistics Volunteer
Reports To:	QLD Engagement Team
Position Type:	Volunteer
Time Commitment:	Flexible
Location:	20 Cribb Street, Milton, QLD 4064 or where required

POSITION PURPOSE

The purpose of this voluntary role is to organise and distribute physical corporate and bulk donations provided by GIVIT's generous donors and corporate stakeholders.

ROLES AND RESPONSIBILITIES

- Sort, pack and label corporate donations ready for distribution
- Create inventories of bulk donations
- Liaise with transport companies to organise delivery of donations
- Package donations according to courier requirements
- Sort, photograph and list corporate donations in GIVIT's virtual warehouse
- Update and approve donation offers from the public for publication in the GIVIT Virtual Warehouse

SKILLS AND EXPERIENCE

- A strong team player willing to 'roll up your sleeves' to get the job done
- Positive and friendly personality
- Excellent organisational skills
- Works independently and in team environment
- Willingness to be contacted and, if available, assist during times of disaster
- A clear police history

So jump on board and help us inspire the next generation of givers...

When you join the GIVIT team you become part of the GIVIT Family. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference in local communities and in Australian lives, then you belong in the GIVIT Family.