

Volunteer Position Description	
Position title	Delivery Driver
Commitment	This role is looking for a minimum commitment of 12 months, for 3 hours per week.
Location	CIS Merri-bek, 512 Sydney Road, Coburg, 3058
Responsible to	Branch Coordinator
Overview	Community Information & Support Victoria (CIVIC) is the peak body for the community information and support sector. We are a not-for-profit agency providing advocacy and representation, sector development and operational support to our member agencies. CISVic delivers direct service at its branches at CIS Glen Eira and CIS Merri-bek.

About the Role

We are seeking friendly and compassionate people who like helping others and wish to make a positive impact in our local communities.

Our Branches are part of an independent not-for-profit organisation and provide information, support, referrals and emergency relief to local residents. This includes people experiencing mental health issues, housing issues, family violence, isolation and loneliness.

All our services are free and provided in a confidential, impartial and independent manner. We respect everyone's right to make their own decisions.

Key Responsibilities

- Arrive at premises on rostered day and time
- Check run sheet for delivery and familiarise yourself with any special instructions
- If undertaking home deliveries, cross check food parcel taking care to deliver the correct food parcel to the correct client
- Provide feedback to staff upon completion of service, reporting any issues immediately
- Follow established agency policies and procedures as required

What we are looking for:

Essential

- Able to lift heavy boxes and be physically fit
- Have a valid driver's licence and Comprehensive Insurance Policy

Community Information & Support Merri-bek

512 Sydney Rd, Coburg VIC 3058

Call 03 9350 3737

Email info@cismmerri-bek.org.au

Visit www.cisvic.org.au/merri-bek

- Have a clean driving record and provide vehicle make and registration number to CIS Merri-bek
- Adherence to all direction regarding OH&S issues
- Maintain and adhere to all legal requirements in relation to driving
- Provide courteous and professional high-level customer service at all times
- Have an awareness of the services of CIS Merri-bek to the best of your ability
- Maintain a high level of confidentiality at all times
- Wear appropriate safety equipment (provided by CIS Merri-bek)

All volunteers should note that any passenger in a vehicle who is not a registered CISVic volunteer will not be covered by CISVic insurance in case of accident/injury.

Training and Other Requirements

- CISVic Volunteer Induction
- Compliance with Code of Ethics, policies and procedures
- Police Check
- Working with Children Check
- Ongoing professional development

Reviewed by: Executive Officer

Date: 18/06/2024