



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE	Brotherhood Books Team Member
PROGRAM	Brotherhood Books
DIVISION	Marketing & Engagement
REPORTS TO	Brotherhood Books Manager

ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1400 staff and is supported by approximately 900 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood's approach is informed by the best evidence, including the work of our own research and policy department.

DEPARTMENTAL PURPOSE

Our diverse range of social enterprises raise independent income vital for supporting the Brotherhood's innovative services. These enterprises span 22 community stores, a warehouse and sorting facility, and an online bookstore.

Brotherhood Books is an online second-hand bookstore, run from the kind donations received from the public. The mainly volunteer team sort, clean and price high-quality donated books ready to be purchased online by our loyal customers, as well as picking and packing orders for dispatch, and general administrative and warehouse tasks.

POSITION PURPOSE

We are looking for team member to optimise profit for the Brotherhood of St Laurence through the sales of retail grade recycled books within the Community Store environment.

ROLE TASKS

1. Stock and merchandise

- Sorting, selecting and cleaning donated books to ensure sufficient stock is listed daily on the website

Confidentiality

I undertake to keep all personal or sensitive information which I have access to, or become aware of in my role as a volunteer in the strictest confidence. I will respect this confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____