



## Vinnies Centre, Retail Assistant

<b>Role</b>	<b>Retail Assistant</b>
<b>Location</b>	One of our Vinnies Centres throughout the Canberra/Goulburn Central Council area
<b>Why we need you</b>	To assist with general duties in our retail Centres with a focus on <b>assisting customers</b> and keeping the retail area clean and tidy. Sales from Vinnies centres support people in need within our community.
<b>How you can help</b>	Register your interest to volunteer via our website and kindly state the Centre where you would like to help and the specific role you have an interest in. We will confirm a vacancy or provide alternative opportunities.  We will interview you and provide you with training necessary to make your engagement successful.  Once you have been trained, you will be able to use your new skills in addition to existing people skills to interact with customers and other workers within the Centre in a fashion that encourages cooperation and effective retail operations. The Centre manager, staff, and other long serving volunteers will help you!
<b>What will you be doing?</b>	Your role will primarily be working as a <b>Retail Assistant</b> , tasks may also include sorting and pricing donations, displaying merchandise, among other tasks generic in retail.  Working as a <b>Retail Assistant</b> involves: <ul style="list-style-type: none"> <li>• <b>Customer service</b></li> <li>• <b>Re-stocking &amp; tidying up the retail area</b></li> <li>• <b>Operating the till</b></li> </ul> Volunteers work closely with the Centre Manager, staff and other volunteers in a friendly and helpful work environment.
<b>How much time will you spend?</b>	Flexible days and hours between Monday and Sunday. To make a meaningful contribution, we ask our volunteers to commit at least 3 or more hours a week and for a given period of time no less than three months. More time is welcome.
<b>How we will help you</b>	1. Provide you with Society orientation. 2. OH&S training & orientation to the Centre tasks, and ongoing support.
<b>How to register</b>	Please register your interest via our website- Follow this link: <a href="http://vinnies.org.au/register-your-interest-national?link=1362">http://vinnies.org.au/register-your-interest-national?link=1362</a>

	<b>Please specify in 'Further Comments' where and when you would like to volunteer.</b>
<b>What you need to help</b>	<p>To be successful in this role, you will need the following skills and aptitudes:</p> <ul style="list-style-type: none"> <li>• Ability and willingness to take instructions from the supervisor and work cooperatively with other staff/volunteers for the good of the Centre</li> <li>• Excellent communication skills</li> <li>• A positive "can do" attitude and flexibility.</li> <li>• An interest to make a difference in the community</li> <li>• Completed application forms</li> </ul>
<b>What you will get from volunteering?</b>	<p>Vinnies volunteers benefit in a range of ways including:</p> <ul style="list-style-type: none"> <li>• Participating in community work that makes a difference for people in need.</li> <li>• Meeting new people and making new friends.</li> <li>• Gaining new experience while working in a friendly and supportive environment.</li> </ul>
<b>Start Date</b>	Soon after induction and training.
<b>End Date</b>	On-going opportunity based on your performance and availability.
<b>Want to know more?</b>	Please register your interest via our website, addressing the above requirements, and we will contact you to discuss further.



*Ordinary people helping anyone in need*