

Our Volunteer Roles



Collection Queen

Role: Greeting donors and collecting donations at our warehouse.

Responsibilities: Collection Queens are available to greet donors when they come to the warehouse to donate their items. You will help unload cars, inspect items for quality and safety, and sort donations into their assigned warehouse areas. Collection Queens need to have a good understanding of what we can rehome, and be empathetic – giving away baby items can be emotional. Data collection is also part of the role.

Time commitment: Up to 2 hours each shift.



Sort Master

Role: Sorting, bundling and categorising clothes, linen, toys, books and other items at the warehouse.

Responsibilities: Every donated item needs to be checked and sorted into categorised bundles. Clothing and shoes are bundled by size and gender, linen is neatly folded and bundled, bottles and nursery items are cleaned and bundled, toys and books are sorted and bundled, and the list goes on!

Time commitment: Flexible – most volunteers commit up to 2 hours per shift.

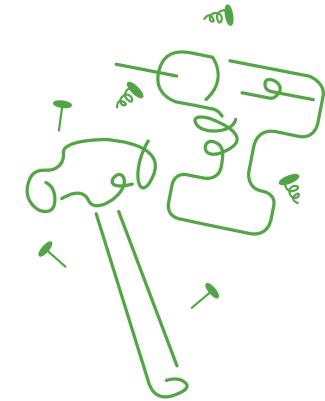


Gift Artist

Role: Picking, packing and beautifully presenting gift orders at the warehouse.

Responsibilities: We need volunteers to pick pre-sorted donated items and beautifully package items to be presented like a gift. This role involves fulfilling orders and data collection

Time commitment: Flexible – most volunteers commit up to 2 hours per shift.



Handy Human

Role: Safety checks, cleaning and repairs at the warehouse.

Responsibilities: Prams, cots, car restraints and highchairs must meet Australian Safety Standards before we can rehome them, they must also be very clean! We need handy volunteers to help with cleaning, vacuuming, scrubbing, and laundering of pram liners, car restraint covers, and highchair covers. We need volunteers who are handy with tools to undertake repairs and maintenance, ensuring all items are safe before rehoming.

Time commitment: Flexible – most volunteers commit up to 2 hours per shift.



Order Agent

Role: Coordinating, processing and tracking gift orders.

Responsibilities: Distribution services and agencies order gifts for families, carers and children they support. We need volunteers to coordinate the processing and tracking of orders, using technology to accept orders, prepare orders and contact services and agencies when orders are ready to collect. This role involves administration tasks and data collection.

Time commitment: up to 2-hours each shift.



Gift Giver

Role: Greeting distribution services and agencies at the warehouse.

Responsibilities: Distribution services and agencies will collect pre-ordered gift packages from our warehouse to distribute to families, carers, and children. Share Queens will greet distribution partners and help load gifts into cars. This role involves administration tasks and data collection.

Time commitment: up to 2-hours each shift.



Admin Angel

Role: Completing admin tasks, either in the office, warehouse, or your home

Responsibilities: There are many administration tasks that can be undertaken at your own home or in the office or warehouse. Some tasks will be a once off such as proof-reading documents and others require a more regular commitment and training such as data entry. If you have skills or would like to build your skills in a particular area, please get in touch with us.

Time commitment: Flexible



Home Helper

Role: Completing special projects from the comfort of your own home

Responsibilities: Home Helpers have special skills such as knitting, sewing, repairing, upcycling. If you have special skills that you can contribute, we'd love to hear from you, please get in touch with us.

Time commitment: Flexible