

Volunteer Position Description

2 Dixon St, Clayton 3168
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Position Title

Reception and Emergency Relief Support

Position reports to:

Emergency Relief Head Volunteer

Day of the week

Various Monday Tuesday Wednesday Thursday Friday

Hours per week

3 hours - 9:30 to 12:30

Duration of Contract

Six months (or two terms) One year

Please note that we require a minimum commitment of six months. We are unable to provide any references if this condition has not been met. Thank you for your understanding.

Organisational Context

Dixon House is a neighbourhood centre that has serviced the Clayton and surrounding areas for over 25 years. Dixon House offers a range of educational, recreational, social, and welfare based programs to support the local community. Run by a handful of part-time staff and an army of faithful volunteers, Dixon House is a bustling hub of activity accessed by hundreds of participants every year.

Position Objective

This position involves general reception duties as well as taking registrations of people coming in to get Emergency Relief. Emergency Relief is a program which provides food parcels for those who are struggling financially.

Section One

Key Responsibilities

Answer enquiries in person, via telephone or email

General administrative tasks

Other duties as relevant to the Position Objective

Register clients for Emergency Relief

Section Two

Selection Criteria

Experience or interest in the community sector

Fluent in spoken and written English

Good communication skills

Positive and friendly attitude

Ability to follow instructions and also work autonomously

Ability to be discreet and maintain confidentiality as required

Section Three

Benefits

Impact the lives of others

Build real connections in the community

Build your confidence

Learn new skills

Get valuable work experience

How to Apply

If this position interests you, please go to dixonhouse.org.au/volunteer.html and fill in an application form.

For enquiries please call us or email:

coordinator@dixonhouse.org.au