

DONATIONS IN KIND – NORTHERN REGION

(An Activity of Rotary Australia World Community Service Limited)

RESPONSIBILITIES

Club Team Coordinator

Responsible for liaison between the Administrator of Volunteers and Club Members before the rostered day on and then between the Load Master and Site Manager and the Club Volunteers when on the RAWCS Donations in Kind Northern Region site. Responsibilities leading up to the rostered day on include:

- Promote the roster to the Club Members seeking volunteers for the day
- Circulate the WHS Safety Induction for RAWCS Donations in Kind Northern Region to all volunteers and ensure that all have read the Safety Induction and have a good understanding of the safety requirements of RAWCS Donations in Kind Northern Region
- Circulate the Volunteer Information Form to all volunteers to be completed and returned prior to commencing work on the site of RAWCS Donations in Kind Northern Region
- Forward final numbers and all details to the Administrator of Volunteers at least two weeks prior to the date of the rostered day.
- All correspondence between the Administrator of Volunteers and the Rotary Clubs should be copied to dik.rawcsnorthern@gmail.com

Responsibilities when on the RAWCS Donations in Kind Northern Region site

- Ensure that all volunteers are appropriately attired, particularly with regards to footwear
- Ensure that all volunteers sign the attendance register on arrival and sign off before departure
- Liaise with the Load Master with regards to instructions for the loading of the container and safety issues
- Ensure that all Club volunteers behave in a responsible manner in executing their allocated tasks and safety issues