



Volunteer Position Description

Position: Mini Dog Collector

Department: Engagement and Development

Responsible to: Community Engagement Officer – Collection Dogs

Each year significant funds are raised through the Guide Dogs WA Mini Dog coin collection program to support vital services for West Australians with low vision, disability and illness.

Plastic mini collection dogs are placed in a wide variety of small and large businesses throughout metropolitan and country areas. Volunteers play a vital role in this fundraising program by placing new mini dogs and collecting full dogs. Mini Dog Collectors drive one of VisAbility's vehicles on a set route that usually takes 4 or more hours. Volunteers are provided with the training and tools required to fulfil the aspects of the role.

Guide Dogs WA will provide:

1. Training
2. Ongoing Support
3. Insurance cover by VisAbility's Volunteer Insurance policy and/or by the Insurance Commission of WA for the cost of claims for death or injury caused by the negligence of the driver of a registered vehicle

Our vision for independence

Belonging

We welcome everyone. We believe in a world where everybody is equal, everybody is included, everyone has something to offer.

Visible

Everything we do is transparent. We have integrity. We can be trusted. We want to be seen.

Empathy

We are with you, and will lift you. We understand you, we are curious and compassionate. We have the vulnerability we need to stand alongside you.

Greatness

We are giants in our domain, the best at what we do. We lead, we achieve, and we break new ground. We have a depth of knowledge that is unparalleled.

Opportunity

We believe in abundance, diversity, a world where people can participate to their fullest abilities. A world that keeps creating, forever realising new avenues for people of differing abilities to flourish

We Aspire To

- Create a positive environment through our interactions with others
- Promote honesty by having moral and ethical principles
- Practice decision making with confidence
- Build trust through personal leadership
- Embrace change and be solution focused

We Strive To

- Continually pursue excellence and use best practice procedures
- Always act with respect and dignity toward others
- Engage in honourable conduct
- Be accountable for our actions
- Act professionally in all situations, especially when publicly representing our organisation
- Achieve our personal and work goals
- Take a proactive approach to coaching, learning and sharing knowledge

As a volunteer you will:

Raise funds through the effective collection and placement of Mini Dogs at host sites throughout Western Australia.

Key Responsibilities

- To collect Mini Dogs from host sites and replace with new empty Mini Dogs
- To encourage businesses to continue to collect donations
- To explain to host sites the process for the regular collection of Mini Dogs and provide contact details for subsequent queries or feedback
- To be an ambassador and advocate for VisAbility and Guide Dogs WA, actively promoting the aims and activities to external (funding) audiences
- Ensure that all contacts with consumers, donors, general public and staff are carried out in a professional, courteous manner
- Be familiar with and adhere to Occupational, Health and Safety requirements.

What we look for in our volunteers

- Genuine interest and a passion for volunteering
- Commitment to our cause
- Enthusiasm and positivity
- Integrity
- Good Judgement – knowing the difference between right and wrong, good and bad
- Reliability – willing to devote a set amount of time regularly and be punctual
- Empathy – ability to understand the plight of a particular person or situation without being judgemental
- Good communication and interpersonal skills– positive and respectful interaction with everyone
- Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
- Adaptability to cope with change and a busy workplace
- Ability to convey the organisation’s message to groups and individuals.

Job specific requirements

1. Valid “C” class drivers licence
2. Police Clearance dated within the last six months (If the candidate does not possess one, it can be applied for by VisAbility during the volunteer application process)
3. Good navigational and safe driving history.

Time and Availability Requirements

One or two days on a weekly or fortnightly basis: Monday to Friday – usually in blocks of four hours or more a day.

Contact Person

Name: Sara Newby

Title: Community Engagement Officer – Collection Dogs

Phone: 9311 8202