

## COMMUNITY RECYCLING COORDINATOR POSITION DESCRIPTION

### Introduction

The Venus Bay Community Centre is a busy, vibrant community based and managed Neighbourhood House where people meet to pursue leisure and learning opportunities and connect with each other. The primary focus of the Centre is to provide programs and services to enhance well-being, community involvement and connectedness, for those in the local community. A not-for-profit incorporated association, registered with ACNC and governed by a volunteer Board of Management who provides overall strategic direction and governance for the Centre.

We receive recurrent funding from DFFH for the Neighbourhood House Coordination Program (NHCP) and other project grant funding from time to time. The Venus Bay Community Centre has established a community recycling enterprise with the following aims:

- To reduce landfill by offering a recycle service.
- To redistribute goods within our community
- To provide volunteer and social opportunities for community members
- To provide funds to support the work of the Venus Bay Community Centre

### Conditions of Employment:

Hours of employment are not negotiable: Monday, Thursday and Saturday from 9.30 – 2.30 for a total of 15 hours per week

- Must uphold the values of the Venus Bay Community Centre as described in VBCC Policy and guiding principles
- Must sign and agree with VBCC Child Safe Policy and Code of Conduct
- Provide/undertake Victorian Police Check (VBCC will fund)
- Provide /undertake Working With Children (WWC) (VBCC will fund)

This is a 6-month fixed term contract initially; with offer of permanent part time contract for the right person.

### WAGES AND CONDITIONS

Employment is offered under General Retail Award – Level 8 [A.8 Retail Employee Level 8](#)

### ENTITLEMENTS INCLUDE:

- Long service leave – paid into Portable Long Service Leave Authority
- Superannuation – paid into your Superannuation account of choice and will be based on Victorian standard of 11%

- Annual Leave – 4 weeks per year pro rata
- Personal Leave – as required up to 10 days per year

**Responsible to:**

- Manager, Alyson Skinner

**Key duties:**

- Manage all aspects of the Community Recycling Enterprise including:
  - Accepting donations
  - Sorting & storage
  - Pricing and stock management
  - Visual merchandising
  - Cash handling and point of sale procedures.
- Assist with volunteer engagement, management and recruitment.
- Increase volunteer engagement and drive increased sales to ensure the position is financially sustainable.
- Investigate and implement opportunities for other avenues of sales and distribution of good (for example markets, upcycling, online sales, donations to other organisations, etc.)
- Foster and lead people of different skill levels to make a positive contribution.
- Manage social media profile of Community Recycling Enterprise
- Contribute to storytelling to increase engagement with the enterprise (eg periodic newsletter articles)

