



VOLUNTEER POSITION DESCRIPTION

Wellbeing Centre Laundry Volunteer - Role Outline	
Name of Area	Wellbeing Centre - Laundry
Purpose of the role	Assist clients with washing and drying their laundry
Location	Hutt St Centre Wellbeing Centre – 258 Hutt Street Adelaide
Role supervised by	Wellbeing Centre Team Leader Rostered Wellbeing Centre Staff Member
Role Schedule	Available Shifts include: <ul style="list-style-type: none">• Weekday Early Shift 7am – 10am• Weekday Late Shift 10am – 1pm• Saturdays and public holidays 7am – 9am
Time Commitment	Minimum one shift/month for 12 months, weekly is preferable for service continuity
Dress code	Casual pants, supplied volunteer polo shirt & lanyard, flat closed-in shoes. Gloves are provided.
Key Duties	<i>Main duties include:</i> <ul style="list-style-type: none">• Follow laundry operating procedures to wash and dry client laundry using provided machines• Ensure no new client washing is accepted after 11am• Collect used towels from client showers - wash, dry and put away in Material Aid room• Ensure laundry area is kept clean and tidy• Ensure clients do not enter laundry area, maintain a closed door or use a yellow safety barrier
Physical Requirements	<i>The Laundry Volunteers are required to:</i> <ul style="list-style-type: none">• Navigate a noisy, confined laundry environment• Have the fitness and strength lift baskets of laundry using safe manual handling practices• Have the mobility and flexibility to remain on your feet for the shift and move laundry from the washers to the dryers
Desired Skills, Knowledge and Experience	<i>The following are desired:</i> <ul style="list-style-type: none">• High level of Customer Service skills• Ability to work well in a team

General Hutt St Centre Volunteer Requirements	
Our Purpose	Hutt St Centre's vision is an end to homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness.
Organisational Expectations	<ul style="list-style-type: none">• Treat all clients, staff, and volunteers with dignity and respect• Uphold confidentiality, professional boundaries, privacy, and ethical standards• Commit to safe, inclusive, and respectful volunteering• Reliability and ability to demonstrate initiative• Good communication and listening skills• Willingness to learn, participate and work in a team

	<ul style="list-style-type: none"> • Commitment to the principles of client wellbeing
Work Health and Safety	<ul style="list-style-type: none"> • Ensure you sign in and out of your shift • Comply with all policies, procedures and instructions in relation to work, health and safety (WHS) • Keep your work area free of hazards and follow all reasonable directions by your supervisor • Report all hazards or incidents to your supervisor as soon as reasonable
Volunteer Requirements	<ul style="list-style-type: none"> • A current and full SA Drivers Licence • A satisfactory National Police Check • A satisfactory DHS Working with Children Check • Satisfactory Reference Check • Completion of Hutt St Centre volunteer online induction. • Signed Code of Conduct • Comply with all relevant Hutt St Centre Policies and Procedures, specifically in regards to work, health and safety (WHS). • Operate in accordance with Hutt St Centre Vision, Mission, Organisational Values and Strategic Plan
Volunteer Rights	<ul style="list-style-type: none"> • To be treated with respect and valued for your contribution • To receive appropriate training and supervision • To have a safe working environment • To decline shifts or withdraw from the role
Alignment to National Standards for Volunteer Involvement	Hutt St Centre is committed to ensuring our volunteer management Practices are aligned to the National Standards for Volunteer Involvement (2022). These standards are Australia's best-practice framework for effectively engaging and supporting volunteers to ensure that volunteer involvement is safe, meaningful, well-managed, and inclusive.
Valuing Inclusion and Role Modifications	<ul style="list-style-type: none"> • We are committed to creating an inclusive and welcoming environment for all volunteers, including people of diverse backgrounds, cultures, abilities, genders, and life experiences • We will make reasonable adjustments to this role where possible to support individual needs. This may include modifying tasks, adjusting time commitments, providing alternative formats for training and communication • If you have specific requirements to support your participation, please feel welcome to discuss them during the application or onboarding process. We are committed to working with you to enable meaningful and accessible volunteer involvement
Better Impact	<ul style="list-style-type: none"> • We use Better Impact as our Volunteer Management software to support our onboarding, communication and rostering. Volunteers are requested to sign up to the platform and download the MyImpact App upon commencement - training and support available upon request
Support Provided	<ul style="list-style-type: none"> • Supervision and role training by staff supervisor • 1:1 support with an experienced volunteer • Phone and face to face support from People and Culture Team • Employee Assistance Program (EAP) – free confidential counselling • Additional development opportunities in Mental Health Awareness, De-escalation, Cultural Awareness etc

I have read, understood and agree to the requirements outlined in this volunteer position description.

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Volunteer's Name	Volunteer's Signature	Date