

Volunteer roles for 2019

If you are interested in becoming more actively involved in your co-op this year or would like more info contact volunteers@thoughtfulfoods.org.au with details of your experience and interest in the particular role/s. Specifically, there are opportunities for project volunteers and directors as well as regular shop shift volunteers and volunteers to work with and help support the different coordinator roles.

Project volunteer roles

Project volunteers take ownership of a particular project or event. It's a step up from running or doing a regular shop shift and project volunteers typically have a Coordinator or Director as a contact point. The types of projects vary depending on the co-op's current needs and the volunteer's interests and skill sets. Examples include: the digitisation project, pot luck organiser, o-week project coordinator, how to's video project, constitution overhaul. See the table below for currently available roles.

Project volunteers receive the volunteer discount (30% off most groceries items in each week they volunteer for two or more hours) and may also a key to the co-op and therefore access to out of hours shopping depending on the nature and length of the project and number of currently available keys.

Regular shop shift volunteers

Shop assistants run or assist with a regular weekly 2 hour shop shift. This enables us to keep the co-op open and involves staffing the till, assisting members and customers, refilling, cleaning, etc. General shop shift duties include: customer service, operating the cash register, checking the diary and task management systems and completing outstanding tasks, serving the customers and restocking.

Shop shift volunteers receive the volunteer discount (30% off most groceries items in each week they volunteer for two or more hours).

Volunteer and Project volunteer roles and their corresponding co-ordinators

Role	Co-ordinator Contact Point	Description
Copy Editor	Admin	Writing, editing, proofreading and formatting documents
Digitisation Project Volunteers x 2	Admin	Scanning and electronically filing the co-ops hard copy records
Grant Writer	Admin	Writing grant applications

Signage Writer	Communications /Admin	Design, construct and display signs for the co-op. The signs should be visually appealing and adhere to the co-op's style guide whilst displaying the required information.
Product Researchers x 2	Communications / Groceries	Research potential new and existing products that co-op stocks, to make sure they are conducive to the co-op's ethics. They should use a variety of sources to research and decide on the best supplier based on their alignment with the co-ops ethics, the affordability and reliability.
Events and Outreach Crew	Events and Outreach	Help run the co-op's events. This typically involves jobs on the day of the event such as setting up and running outreach, information or brownie stalls, film screenings or workshops, fundraising events, serving and cooking for bbq. It may also include assisting with prep work in the lead up to an event.
Fundraising	Events and Outreach / Admin	Help organise fundraising events and activities
Stock Receivers x2	Groceries	Assist with receiving and processing groceries deliveries and updating the Point of Sale System
Labels Creator/ Updater	Groceries	Finalise, print out and put up (groceries) stock labels for the co-op.
Stock Refillers and Merchandisers	Groceries	This includes refill, display/presentation, making jars of things, stock level checking, assisting with in store promotion of particular items
Food Safety and Weekly Cleaning Projects	Operations	Carry out weekly and bigger cleaning tasks, assist in ensuring food safety requirements are met

Jar Sterilizers	Operations	Regularly pick up the jars from the co op and sterilize them. This process involves putting the jars through a dishwasher and then baking them in an oven. The jars are returned to the co-op after sterilization.
Cleaning Bee Crew	Operations	Participate in the cleaning bees. This may involve a number of tasks including: deep cleaning, sweeping, mopping, tidying up and reorganising storage areas and the back room
Waste Systems	Operations	Assist with the co-op's waste management systems - recycling, reuse/repurposing, compost etc.
Policy and Procedure Support	Operations / Admin	Assist with researching, documenting and updating procedures and policies.
Veggie Packing Crew	Veggies	Help pack the veggie boxes on Thursday mornings. This involves distributing the produce fairly amongst the boxes according to price and what was ordered.
Shop Assistants (regular 2 hr weekly shifts)	Volunteer	General shop shift duties include: customer service, operating the cash register, checking the diary and task management systems and completing outstanding tasks, serving the customers and restocking.
Shop Assistants (Open) regular 2 hr weekly shifts	Volunteer	Opening shift duties include: opening the till, setting up for the day, taking the signs and furniture out and the general shop shift duties
Shop Assistants (Close) (regular weekly 2 hr shifts)	Volunteer	Closing shift duties include: sweeping, mopping, closing the till, end of day cleaning, bringing all the furniture and signs inside and lock up procedures.

Shop Assistants (experienced) (regular weekly 2 hr shifts)	Volunteer	Experienced shop shift volunteers who are happy to buddy with the new volunteers to help train and upskill them or run a shop shift themselves
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Directors

Directors look after the strategy, policy and planning of the coop, with roles covering finance, people, safety, legal and various projects. Directing is more bigger picture strategic, policy, planning and compliance while coordinating is more day to day operations. Directors are elected at the annual general meeting and accountable to membership. There are currently several casual vacancies available and we're looking for people with HR, governance, compliance and/or fundraising skills and experience as well as a demonstrated knowledge of and commitment to co-op values.

Directors receive an ongoing 30% discount on most groceries items in the shop in return for an average commitment of at least 2 hours a week, attendance at monthly meeting, participation in planning and training sessions.

If you are interested in or would like more information about any of these roles, we'd love to hear from you. Contact volunteer@thoughtfulfoods.org.au with details of your experience and interest in the particular role.