

Coordinator, project volunteer, director and volunteer support roles for Term 2, 2019

There are a number of coordinator, project volunteer and director roles available for Term 2, 2019. If you are interested in becoming more actively involved in your co-op this year or would like more info contact office@thoughtfulfoods.org.au with details of your experience and interest in the particular role/s. Specifically, there are opportunities for project volunteers, coordinators and directors as well as regular shop shift volunteers and volunteers to work with and help support the different coordinator roles.

Coordinator roles

The roles we are looking to fill for this term are i) Veggies and ii) Outreach and Events.

Coordinating involves regular weekly 4 hour shop shift, attendance and participation in the weekly meeting and a role/area of responsibility. Coordinating is basically about coordinating day to day operations, working with a crew of vollies and/or project vollies to make sure the things happen and coordinators are accountable to Directors. (Coordinating is more day to day operations while directing is more bigger picture strategic, policy, planning). For example, the Veggies Coordinator orders the veggies each week, coordinates packaging and follow up with suppliers and members. The Outreach and Events Coordinator is responsible for organising and coordinating a range of outreach and fundraising events such as Potlucks, brownie stalls, info stalls and working with other like-minded groups on and off campus. Contact office@thoughtfulfoods.org.au for the general coordinator role description and descriptions of each of the different roles.

Coordinators receive the volunteer discount, keys to the co-op, access to out of hours shopping and also a small allowance in the form of shop credit in return for a regular and reliable commitment of 8-10 hours a week.

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 vollies 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
Digitisation Project Officer	Admin	Help manage and coordinate the digitization project
Digitisation Project Volunteers x 2	Admin	Scanning and electronically filing the co-ops hard copy records
Grant Writer	Admin	Writing grant applications
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.
Photographer	Communications / Events and Outreach	Take and edit photos for the co-op - includes images of products, events, volunteers etc for promotional and educational use
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

Stock Refillers and Merchandisers	Groceries	This includes refill, display and 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
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.
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.
Volunteer Inductions/Orientations Support	Volunteer	Run one or more weekly volunteer inductions at the co-op at times when it is not usually busy. The inductions usually go for about an hour and cover all the basic information the volunteers need to know to run a shop shift, intro to the co-op. Ensure the appropriate forms and admin are completed as well as identifying and recording the new volunteers interests, skills and competency.
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

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 are elected each year at the Annual General Meeting but may also be co-opted in to fill casual vacancies during the year.

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 office@thoughtfulfoods.org.au with details of your experience and interest in the particular role.