



northern community  
**CareWorks**

Developing Community – Deepening Spirituality – Demonstrating Compassion

## POSITION DESCRIPTION

### Volunteer Sewing Coordinator

**POSITION TYPE:** Volunteer (Days negotiated on application)

**MINISTRY FOCUS:** Developing Community

**APPOINTMENT:** Ministry Team Leader

**ACCOUNTABLE TO:** The Volunteer Sewing Coordinator is accountable to the Ministry Team Leader through the CareWorks Manager.

**AUTHORITY:** The Volunteer Sewing Coordinator has authority to act and make decisions necessary to fulfil the key responsibilities listed below subject to these limitations:

- Compliance with appropriate government legislation, policies of Churches of Christ Victoria and Tasmania, and policies and guidelines of Northern Community Church of Christ and Northern Community CareWorks Ltd.

#### KEY RESPONSIBILITIES:

The Volunteer Sewing Coordinator will:

- Provide information, supervision, instruction and training to volunteers in relevant areas for the activity;
- Allocate volunteer tasks according to the Volunteer Agreement;
- Maintain appropriate Occupational Health and Safety in the work area including use and supply of all appropriate personal protective equipment (boots, gloves, aprons etc.);
- Develop, oversee and supervise external sewing projects including project outlines, timelines, communication, budgets, payments and handover in consultation with the CareWorks Manager;
- Develop, oversee and supervise Breathe Easy Bags including promotion, customer liaise, product delivery and quality control;
- Work with CareWorks Manager to manage Sewing Room's online presence, including Facebook, Instagram, online sales, marketing and promotion;

- Provide financial oversight for all transactions and records of payment in partnership with the Op Shop;
- Maintain sewing room ensuring space is visually contributing to and supporting sales, safe, clean and easy to access;
- Pursue and oversee donations of fabric and accessories and maintain donor relationships;
- Oversee equipment maintenance, including problem-solving, servicing and repair;
- Model and maintain quality standards of customer service within the sewing room, providing information, advice and assistance to customers;

In addition to the above, the key responsibilities for the role as Volunteer Sewing Coordinator include:

### **LEADERSHIP**

- Provide leadership in the purpose and direction of the Sewing Hub while enacting best practice from the tailoring sector and made-to-order fashion industry;
- Provide feedback on best practice to CareWorks Manager;
- Assist in the development of the Sewing Hub procedures and policies with the CareWorks Manager;
- Oversee Sewing Hub inductions as needed to welcome new workers, discuss any policy or procedural changes or provide training and centre updates.

### **ADMINISTRATION**

- Ensure sign in and sign out procedures are followed for by volunteers;
- Provide reports and updates to the CareWorks Manager and to the Op Shop Supervisor as needed;
- Assisting in developing promotional resources (including print and electronic media) to communicate Sewing Hub services, sales, events and relevant information regarding the service in partnership with the Op Shop;
- Ensure that, wherever possible, upon vacating the position, the outgoing Volunteer Sewing Supervisor gives a detailed handover to the Ministry Team Leader on responsibilities, processes, access to relevant logins and passwords, and pass on any other relevant documentation and information.

### **FINANCIAL**

- Maintain responsibility for expenditure according to the Northern Community Church of Christ and Northern Community CareWorks Ltd.

### **POLICY & PROCEDURES**

- Abide by Northern Community Church of Christ's various Policies. Attend and participate in any OHS and Emergency Evacuation Training as well as report hazards, incidents and accidents in accordance with Northern Community Church of Christ's OHS Policy

## QUALIFICATIONS

- Highly developed interpersonal skills, with the ability to relate delegate to and motivate a broad range of people;
- Experience in the Textile and Clothing Industry with a focus on dressmaking and alteration is beneficial;
- Preferred training in the Textile and Clothing Industry, such as a Certificate III in Clothing and Textile Production or Certificate IV in Textile Design, Development and Production;
- Experience in supervision and training is preferred;
- Experience in the Social and Community sector preferred;
- Ability to take the initiative and work autonomously as well as in a team setting which includes volunteers and staff;
- Maintain confidentiality and the appropriate handling of sensitive information;
- Not easily flustered;
- Financially competent;
- Ability and commitment to self-care and personal development;
- A current Federal Police Check