

Op Shop Volunteer
Sacred Heart Mission

Organisation Information

Organisation name:	Sacred Heart Mission
Aim / mission of organisation:	<p>Sacred Heart Mission addresses homelessness and disadvantage by providing a range of diverse and creative services that:</p> <ul style="list-style-type: none"> • ensure people have access to necessities including housing, food and healthcare; • enable people to connect with the community and develop support networks that sustain and nurture their lives
Address:	87 Grey St, St Kilda 3182
Phone:	03 9536 8471
Fax:	03 9525 5798
Email:	genright@sacredheartmission.org
Website:	www.sacredheartmission.org
Operating hours:	Monday-Friday (9-5)

Volunteer Position Information

Position title:	Op Shop Volunteer
Tasks / duties:	<p>Sacred Heart Mission runs Opportunity Shops which offer a low cost shopping alternative and in turn provide a major source of income to Sacred Heart Mission. Various programs which receive no direct funding rely on this income for support. The level of income is due to the generous donations received throughout the year.</p> <ul style="list-style-type: none"> • Assist on the floor with hanging clothes, tidying racks, dusting, cleaning and vacuuming • Visual Merchandising • Customer service • Counter Sales • Prepare linen for sale
Skills & knowledge:	<ul style="list-style-type: none"> • Good interpersonal skills • Punctuality • Attention to detail • A sense of fun
Special requirements (e.g. police check):	
Time commitment:	Minimum commitment of 4hrs/ fortnight
Days required:	Various
Location of	Grey & Inkerman Sts, St Kilda; Chapel St, Windsor; Clarendon St,

position:	South Melbourne; Glenhuntly Rd, Elsternwick and Riversdale Rd, Hawthorn,		
Other comments:			
Contact person:	Gerardine Enright (Volunteer Co-ordinator)	9536 8471	genright@sacredheartmission.org
Closing date:	ongoing		