

## Position Description

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| <b>Position:</b>         | <b>Money Collectors - Fundraising</b>   |
| <b>Status:</b>           | Volunteer   |
| <b>Reports To:</b>       | National Events and Fundraising Manager   |
| <b>Location:</b>         | On the road calling on specific venues/ locations around Sydney - mainly South West Sydney region. Leaving from Head Office in Chipping Norton<br>This role entails our volunteers to use our organisation's minivan, so a full license is required and volunteer to be over the age of 25  |
| <b>Key Stakeholders:</b> | Business who have agreed to hold our fundraising humidicribs, donation tins and/or merchandise kits<br>Other – Families, Community and Miracle Babies Foundation's Staff and Volunteers   |
| <b>Role:</b>             | The money collector's main focus is to call on specific retailers and businesses weekly to monitor, empty and bank all monies in accordance with Miracle Babies Foundation policies   |
| <b>Responsibilities:</b> | <p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• To be reliable and present weekly for shift</li> <li>• Review journey plan and prepare documents, material and/or equipment needed to empty and bank monies in fundraising humidicribs, donation tins and/or merchandise kits</li> <li>• Maintain and service fundraising humidicribs donation tins and/or merchandise kits</li> <li>• Empty certain humidicribs and/or donation tins as per journey plan whilst following our organisational policies and procedures</li> <li>• Bank any income collected through Miracle Babies Foundation chosen financial institute, whilst following our organisational policies and procedures</li> <li>• Complete paperwork effectively and accurately</li> <li>• Give corresponding paperwork to the Accounts Department for processing</li> <li>• Deliver/pick up fundraising humidicribs donation tins and/or merchandise kits when requested to do so</li> <li>• To empty fundraising humidicribs and/or donation tins with another Miracle Babies Foundation representative for security and governing body regulatory purposes</li> <li>• Communicate any messages and communicate accordingly to National Events Manager</li> <li>• Report any incidents to National Events Manager and complete an incident report sheet where appropriate</li> <li>• To collect or deliver other fundraising items, e.g. stamps, posters, etc. from local retailers and businesses when required</li> <li>• To identify and discuss with the National Events Manager and/or his representative, the potential for donor development</li> </ul> |

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|                            | <p>amongst the box holders humidicribs and/or donation tins</p> <p><b>Team Work</b></p> <ul style="list-style-type: none"> <li>Effectively work with others and demonstrate professionalism at all times</li> </ul> <p><b>Self-Management</b></p> <ul style="list-style-type: none"> <li>To ensure that all goals and targets are achieved</li> <li>At no times should you provide your personal details, phone or address</li> </ul> |
| <b>Suitability:</b>        | <ul style="list-style-type: none"> <li>Demonstrated experience in money handling and /or a responsible role</li> <li>Demonstrated team work and reliability</li> <li>Current full C Drivers Licence and ability to drive the a minivan</li> <li>Friendly and professional</li> </ul>  |
| <b>Position Condition:</b> | <ul style="list-style-type: none"> <li>Current Australian C Driver's License</li> <li>Demonstrated experience in money handling and /or a responsible role</li> <li>Reliable and committed weekly</li> <li>Willing to undergo a Criminal Record Check</li> </ul>  |
| <b>Training:</b>           | <ul style="list-style-type: none"> <li>Attend Miracle Babies Foundation's Induction program</li> <li>One on one training</li> </ul>   |
| <b>Time Required:</b>      | One day a week, start 09.00am at Head Office and finish between 3.00pm / 4.30pm – depending on the amount of pick ups   |
| <b>Authority Levels</b>    | NIL   |