

Position Description

Position:	Logistics Support Volunteer - Operations & Property Team
Reports To:	Operations & Property Manager
Location:	Based at ASRC Footscray Hub
Volunteer shift/s:	We are looking for someone to volunteer one day per week, Monday to Friday, between 9:30am and 3:30pm.
Commitment Required:	Typical commitment is 6 hours per week, for a minimum period of 12 months.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. We are an independent not-for-profit organisation whose programs support and empower people seeking asylum to maximise their own physical, mental and social well being through a range of direct services as well as participating in law reform, campaigning and lobbying.

ASRC organisational values are **Welcoming, Authentic, Courageous** and **Collaborative**.

About the Program: Operations & Property Team

The Office Management team helps sustain the ASRC as a whole and improve the operational capacity of the centre. This program is responsible for operations and facilities management which are all integral to the everyday running of the ASRC.

Position Purpose

As a Logistics Support Volunteer with the Asylum Seeker Resource Centre (ASRC), you'll help keep our programs and spaces running smoothly. This hands-on role involves lifting, moving, and setting up equipment, furniture, and supplies for daily operations and special events. Your support ensures that people seeking asylum have access to safe, welcoming, and well-prepared environments where they can connect, participate, and feel at home.

Key Responsibilities

- Assist with safe lifting, carrying, and moving of items such as furniture, boxes, and supplies.
- Support the set-up and pack-down of events, programs, and community activities.
- Help organise storage spaces and ensure equipment is accessible, tidy, and well maintained.
- Work alongside staff and volunteers to ensure a safe, efficient, and respectful working environment.
- Follow all health and safety guidelines to keep yourself and others safe.

What We're Looking For:

Essential:

- Physically able to lift and move items safely
- Reliable, punctual, and responsible
- Team player with good communication skills
- Flexible and willing to assist with varied tasks
- Safety-conscious and able to follow instructions
- Positive attitude and proactive approach
- Respectful and inclusive of people from diverse backgrounds
- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)

Desirable:

- Lived experience of seeking asylum
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training