## Volunteer in the Office

### **Our Mission**

Following Jesus Christ, The Leprosy Mission strives to break the chains of leprosy, empowering people to attain healing, dignity, and life in all its fullness.

#### Positions available within the office to volunteer in:

Did you know there are more volunteers than staff for The Leprosy Mission in Australia? Volunteers ensure people affected by leprosy are freed from the chains of leprosy and empowered. There are a variety of ways you can volunteer in the office.

## **Volunteering with the Merchandise Department:**

Our shopping can help people empower people affected by leprosy. When people purchase from The Leprosy Mission Catalogue, they have a double impact: empowering people affected by leprosy and disability who produce many of the products, and the profits help people affected by leprosy.

If you would love to be a part of our team, please reach out. The only thing we require is your willingness to lend a hand and your time to help people affected by leprosy.

- Barcoding and labelling products
- Re-packaging products into correct quantities.
- Stuffing catalogues with Reply Paid envelopes and other reading materials
- Packing catalogues in padded bags for Bulk Mailing
- Picking orders in warehouse (subject to physical fitness)

## Volunteering with the communications team:

Thousands of people around Australia help people affected by leprosy. One of the main ways this happens is through the Keeping in Touch (KIT) newsletter. People love to receive them and pray over the prayer points. You are helping people know what to pray, and to keep up to date with people affected by leprosy.

- Help put KIT newsletter into envelopes and padded bags for mailing.

### Your own choice:

You may want to help people affected by leprosy by utilising your graphic design skills. Or your accounting skills. Or you might be great at talking to people. Or have neat handwriting. We may have a role for you to volunteer in! Speak to the Engagement Coordinator to discuss this.

## Skills

- Loves Jesus
- Loves people affected by leprosy
- Has attention to detail
- Can follow instructions well
- We will provide coaching and training if needed

## Setting

Front office area

## Schedule and commitment.

# **Volunteering with the Merchandise Department:**

- Subject to your availability and the needs of the Merchandise department
- Minimum of 3 hours per shift
- Schedule is dependant peak periods for the Merchandise department

# Volunteering with the communications Team

3 hours, once a month

## Your own choice:

Subject to your own availability

# **Training and supervision**

Supervision and instructions will be given to volunteers every shift as tasks may vary.

All questions are welcomed.

No specific training needed.

## Screening

**Child Protection Policy** 

**Volunteer Policy** 

Child Protection Code of Conduct

TLMA Code of Conduct