



**POSITION DESCRIPTION**  
**The Bridge Youth Service**  
**Revamp Store**  
129 Fryers Street Shepparton

**Shop Assistant**  
**Part Time 24 Hours Per Week**

**Organisational Overview:**

The Bridge Youth Service plays a key role across the Goulburn Valley in youth support and advocacy. With offices located in Shepparton and Seymour The Bridge delivers services and supports to young people and their families with a particular focus on those from marginalized and/or disadvantaged backgrounds but with a philosophy that includes the provision of services to all young people. The Bridge offers a range of programs funded by government, private foundations and the local community. Programs focus on a diversity of issues and services include placement prevention, family reconciliation, family mediation, healthcare, housing support, mentoring, creative arts and school support. For more information visit our website: [www.thebridge.org.au](http://www.thebridge.org.au).

**Revamp Overview**

Revamp is The Bridge's major fund raising project and makes a significant contribution to supporting the work of The Bridge Youth Service with local young people. It is expected that all Revamp staff adopt a charitable and generous approach to their work at Revamp in supporting The Bridge Youth Service as a charity. At present, all paid staff at Revamp offer a number of hours per week on a voluntary basis in addition to their paid hours.

Revamp is an innovative Opp Shop with a special ambience and unique décor specialising in the sale of used and donated goods. Revamp has a vibrant atmosphere, a committed team of volunteers and as such contributes substantially to the work of The Bridge in the Goulburn Valley.

**Position Overview:**

The position exists to support the work of the Revamp Manager and staff. It is expected that the Shop Assistant will demonstrate a high level of commitment to Revamp and to the volunteer team. The position also offers further opportunity to contribute to Revamp on a voluntary basis.

**Hours and Conditions:**

24 Hours per week on a part time basis, worked over four days. The role is varied, for example some days may involve sorting and pricing of goods while other times the person may be required to serve customers at the front counter. Roles and days worked will depend on availability of volunteers and the need at the time. The Manager will attempt to provide consistency for the Shop Assistant in the role and the days of work. Terms and conditions as per the Retail Trade Industry Sector Award (Victoria).

**Accountability:**

The position is accountable to the Revamp Volunteer Manager. In the absence of the Revamp Volunteer Manager, the position is accountable directly to the Managing Director of The Bridge Youth Service. Responsibilities are to be fulfilled in accordance with The Bridge philosophy, policies and procedures.

**Key Responsibilities:**

1. The provision of customer service as needed
2. Sorting of donated goods for retail sale (as required)
3. Clothing display and presentation
4. Pricing of clothing and other goods
5. Allocate tasks to the volunteer team in consultation with the Revamp Manager
6. Perform other reasonable tasks as requested by the Revamp Manager

*In the absence of the Revamp Manager, the Assistant may be called upon to:*

1. Ensure the above responsibilities are fulfilled and:
2. Provide leadership, oversight and direction of staff and maintenance of the current store standard.
3. Ensure daily takings are counted, balanced, recorded and delivered regularly to The Bridge Youth Service Admin Team for banking.
4. Ensure Revamp opens in accord with its business hours and is secured at closing time.
5. Maintain and coordinate the volunteer roster.
6. Provide a reference point for the volunteer team for problem solving and resolution of issues, in consultation with The Bridge Managing Director.

The position is subject to a successful police check.

Ongoing employment is subject to successful completion of a three-month probationary period

**Applications** should be mailed to:

Graeme Parish  
Managing Director  
The Bridge Youth Service  
PO Box 1954  
Shepparton, 3632

Or emailed to:

shepparton@thebridge.org.au

