



## Cork Coordinator

### Position Description

**POSITION:** Cork Coordinator

**REPORTING TO:** Project Officer

**DATE:** July 2010

**TIME COMMITMENT:**

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#### BACKGROUND

Girl Guides South Australia is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

**DUTIES -** To oversee the day to day administration of cork collections by businesses and the community.

#### KEY SELECTION CRITERIA

- Highly developed communication skills.
- Problem solving attitude and a commitment to generate workable solutions.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Excellent administrative, co-ordination and organizational skills.
- Demonstrated understanding of all administrative functions and equipment usage.

## DUTIES

- The Cork Coordinator convenes a team of people (which may include Guide House Cork Collectors) who are co-opted to assist with the program.
- Maintains contact and regularly liaises with key stakeholders.
- Liaises and corresponds with community organisations and sponsors (in conjunction with other cork personnel) to ensure the successful running of the cork recycling project. (Copies of correspondence sent and received should be made available to the State Manager. This includes any correspondence with contractor and National Office).
- Arranges storage space for the holding of corks (such as the Dairy pavilion in the showgrounds and Magill Flexi Centre)
- Sets and publishes an annual calendar of cork sorting days in February 'Magpie' and notifies members where and when cork collections will take place.
- Responsible for obtaining supply of packaging from the contractor.
- Tallies the weight and sends to Guide House bookkeeper for allocation of funds to Guide Units and Regions when payment is received from the contractor.
- Oversees the packaging and transport of corks from Adelaide to the contractor.
- Establishes and maintains guidelines for Guide Units to ensure efficient cork collections and cork collection days.
- Submits all dispatch information to the contractor as required.
- Liaise with the appropriate personnel regarding public relation opportunities for cork promotion and collections.
- Make sure sponsors and all parties are visited and thanked regularly.
- Receives the transport company dispatch note and reports appropriately.
- Maintain a regular round of collection from centrally based restaurants and hotels.
- Provide information to Units, businesses and the community as required, eg. Who picks up from where, frequency etc.
- Expand Guide House collection network.
- Submit an annual report to the State Manager no later than 28th February each year.
- Assists with the annual budget, as required