Thank you for your interest in applying to become a volunteer with Cancer Council Western Australia. We are committed to engaging with the community to help us in the fight against cancer.

Volunteer Position: Wig Service Housekeeper – Milroy Lodge, Shenton Park

Cancer Council WA operates the Wig Service at Milroy Lodge, Shenton Park. There is an extensive range of wigs, turbans, scarves, wig caps and beanies in a range of styles and colours, which may be borrowed by patients at no cost. These items may be used for as long as required and exchanged as many times as needed, while going through their cancer treatment.

Cancer Council WA is seeking a volunteer Wig Service Housekeeper to assist with the behind-the-scenes tasks to ensure a smooth service is provided for clients accessing the program.

What's involved:

Key task and responsibilities:
- Maintenance, cleaning, repairs and sewing labels into Wigs.
- Monitor stock levels
- Developing and keeping an inventory of stock in the database
- Washing wigs, turbans, beanies and scarves (both stock and donations)
- Logging donated and/or purchased items
- Attend any required training and team meetings
- Participate in a regular feedback process and annual reflection

This role would include varied tasks and will provide the opportunity of learning new skills in a caring and friendly work environment. Training will be provided by the Wig Service Coordinator.

We are currently seeking reliable volunteers who are able to commit to a weekly 3-hour shift from 9.30am-12.30pm or 12.30pm – 3pm, during weekdays (flexible with days).

Bimonthly Volunteer Network Meetings are held and Volunteers are invited to attend these.

As with all Cancer Council volunteer roles, you will be joining our team in the fight against cancer and making a difference to the lives of people affected by cancer.

To apply for this opportunity, please email our People and Culture Team at <u>volunteers@cancerwa.asn.au</u>. Please include a brief summary clearly outlining how your skills and experience meet the requirements of this role.