

POSITION DESCRIPTION – VOLUNTEER COORDINATOR

JOB TITLE: VOLUNTEER COORDINATOR – CORE PROJECT
REPORTS TO: PSO

POSITION PURPOSE SUMMARY

The role of the volunteer coordinator is to recruit and manage volunteers for ConnectGroups core volunteer program. In this role you will be responsible for ensuring our core stakeholder database is kept up to date. You will supervise and provide support to current volunteers; organise induction and training for new volunteers; ensure that there are sufficient numbers of fully trained and reliable volunteers and collate the required monthly data.

POSITION RESPONSIBILITIES

1. Source and recruit volunteers through various techniques (databases, e-mail, social media etc.).
2. Collect information on volunteer skills and availability.
3. Arrange for volunteer training as and when required.
4. Ensure that the purpose and role of the volunteer is clearly communicated and understood.
5. Produce and monitor call lists for volunteers, in order to ensure database is up to date.
6. Update information collated by volunteers into our database program with the utmost attention to detail.
7. Disseminate information for upcoming actions and events.
8. Keep detailed records of volunteer call logs and timesheets.
9. Implement organisational volunteer policies and procedures.
10. Liaise with CDO for ongoing volunteer projects.
11. Collate data for funding body reporting.

RECRUITMENT AND SELECTION

1. Maintain the core volunteer program including recruitment drive and retention
2. Interview and recruit in collaboration with Project Coordinator.
3. Complete all required relevant checks (police check) in collaboration with Corporate Services Coordinator.

ORIENTATION AND TRAINING

1. Coordinate induction in collaboration with Community Development Officer

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MANAGEMENT

1. Help volunteers feel welcome and supported.
2. Maintain the volunteer database
3. Maintain database updates of stakeholder information as required.
4. Rostering and organising volunteers.
5. Delegating projects and tasks when needed.
6. Collate volunteer program data.

WORKPLACE SAFETY

1. Communicate to Corporate Services Coordinator any new identified risks.

QUALIFICATION

- Proven experience as Volunteer Coordinator or similar position.
- Previous experience in volunteering.
- Experience in recruiting through various channels.
- Working knowledge of databases and MS Office (especially Excel).
- Able to communicate effectively with diverse people.
- Experience in interacting with people from differing cultures and backgrounds.
- Excellent organisational and team coordination abilities.