

VOLUNTEER COORDINATOR - POSITION DESCRIPTION

Volunteer Position Title:	Volunteer Coordinator	Location:	Prahran Place. 40 Grattan Street Prahran VIC 3181
Reports to:	Learning Manager		

VOLUNTEER COORDINATOR - POSITION PURPOSE

A. Purpose Statement

Prahran Place is a Neighbourhood House that provides opportunities for people living in and around Stonnington. We run pre-accredited classes that are a pathway to further study or employment, NDIS friendly activities, My Aged Care group activities for older people, social activities, wellbeing and general interest activities and occasional child care for children aged 6 weeks to 5 years.

Volunteers are valued to our organisation for the generosity of their work in assisting our staff as well as sharing their skills and perspective to improve our services. This role is responsible for ensuring volunteers are recruited, onboarded, and offboarded properly.

B. Duties may include-

- Assist with the recruitment of volunteers, by preparing job ads and position descriptions under the direction of the Learning Manager.
- Respond to all position applicants.
- There may be the opportunity to attend interviews and be involved in the selection process.
- Assist with onboarding, such as checking and collating relevant documents from applicants and providing company information and policies.
- Entering volunteer information into data base.
- Communicating with volunteers and identifying work tasks and opportunities for volunteers to be involved in classes, events, Occasional Child Care, office and other support.
- Induction of new volunteers.
- Adhere with policies and procedures current at Prahran place. These policies and procedures are in place to ensure a safe and enjoyable environment for staff, students and volunteers.
- Assist with administrative duties and miscellaneous centre-related duties assigned by Prahran Place Office Staff.
- Continually engage in quality improvement practices.
- Maintain a safe working environment
- Ad hoc duties as required.

C. Key Selection Criteria

- Very good written and communication skills
- Ability to actively listen
- Ability to show initiative and a positive outlook
- Confident online skills in Microsoft Word, Excel and Outlook as a minimum. Familiarity with desktop publishing (such as Canva) would be an advantage.
- Ability to remain calm and to prioritise tasks
- Must be 19 years of age or older
- A commitment of 3 hours per week is required.

Benefits:

- The opportunity to directly help and support learners and people attending Prahran Place
- The opportunity to build your resume by gaining job related skills and experience
- The opportunity to learn more about community development, adult education, and the Neighbourhood House sector
- Meet new people and feel more connected to your community
- Be part of a supportive and positive volunteering environment.