

Volunteer Coordinator

Employer: North Shore Women's Benevolent Association Limited
Work Type/s: Part Time
Classification/s: Volunteer Management, Womens Organisations and Services
Sector/s: Not For Profit (NFP)
Location: Sydney
Job posted on: 28 August 2019
Applications close: 11 September 2019



PRIMARY PURPOSE OF THE POSITION

The Mary's House Volunteer Coordinator reports to the Chair of the NSWBA Board's "People and Culture" Committee. The Coordinator is responsible for the effectiveness of the Mary's House Volunteer Program which is a vital component of M.H activities, and critical to its success.

We are looking for a self-starter and a team player with sound management skills and experience managing a volunteer team.

The major elements of the role are as follows:

- Processing volunteer applications (interviewing, screening, reference checking etc).
- Organising volunteer training (both initial and ongoing).
- Working collaboratively with all staff and committee chairs.
- Developing position descriptions for all volunteer tasks.
- Allocating volunteers to tasks, taking into consideration the suitability of volunteer to the task.
- Monitoring and managing the supervision of volunteers, by regular consultation with volunteers and committee chairs.
- Responding to issues raised by volunteers about their specific tasks and/or their concerns about M.H generally.
- Managing a regular communication process that keeps volunteers informed about, and engaged with, M.H activities and achievements.
- Organising regular social activities to thank volunteers for their support and enable them to meet informally with the Board and management.
- Managing a back-up roster to enable volunteer absences to be covered.
- Using the electronic volunteer management data base system effectively (eTapestry).
- Where there is concern about a volunteer's performance, manage the issue and be the point of contact with the relevant individual.

- Regular written reporting to the People and Culture committee.
- Ensuring M.H is aware of its legal obligations in respect of its duty of care to its volunteers and that appropriate procedures are in place and enforced.

This description is a broad outline of the duties involved in the role, which from time to time will include other tasks relating either directly or indirectly to the management of volunteers.

HOW TO APPLY FOR THIS JOB

Please apply via either Seek or Ethical Jobs websites per link below.

The application will require your **current resume** (including **3 work related referees**) and a **covering letter**.

Via [Seek](#)

Via [Ethical Jobs](#)

The applicant must have the right to live and work in this location to apply for this job.

Employment is subject to satisfactory criminal history and NSW Working with Children checks prior to commencement.

This service is exempt under Equal Opportunity to employ women only Exemption Number A140/2012.

Applications close on **Wed, 11 September 2019**.