



## Position Description

### Volunteer Services Coordinator

**Title:** Volunteer Services Coordinator

**Responsible to:** CEO

**Hours of Work:** .8FTE

**Wage Rate:** SHCADS Level 5

#### Statement of Responsibility

The Volunteer Services Coordinator is responsible for recruiting, supervising and coordinating VT's volunteers and ensuring that the organisation has appropriate volunteers to support the various areas of operations. The role acts as a point of contact for communication and ensures that VT's volunteers are well supported and resourced in line with the National Standards. This role is also responsible for overseeing the volunteer connect service, linking volunteers to volunteer involving organisations.

#### Position Duties

1. Manage the volunteer recruitment process and ensure that volunteers are appropriately matched and trained for a position;
2. Schedule volunteer activities and tasks;
3. Ensure the volunteer policies and procedures are regularly reviewed;
4. Work with the CEO to determine the needs of the organisation and generate appropriate volunteering opportunities and role descriptions;
5. Organise rosters and provide orientation;
6. Monitor, support and motivate the volunteers to perform their work;
7. Ensure that VT volunteers are valued and their contribution is celebrated through a volunteer recognition program;

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8. Promote and oversee the volunteer connect service and ensure that it is adequately staffed and utilised;
9. Manage volunteer resources and ensure that they are appropriately reimbursed;
10. Participate in regional service provider and volunteerism related forums as required;
11. Contribute to the overall wellbeing of team functioning and communication of the VT team through staff meetings, email correspondence and face to face contact;
12. Provide timely and concise reports to the CEO and funding bodies on request. Keep relevant statistics on work activities and meet funding body statistical requirements as directed;
13. Ensure that all policies and procedures are implemented; and
14. Active participation in the EV CREW service if, and when, this service is activated as directed by the CEO.