



a place of welcome and friendship

POSITION DESCRIPTION

ROLE : VOLUNTEER COORDINATOR

Position Title	Volunteer Coordinator
Award	N/A - Volunteer Position
Classification	N/A – No remuneration Volunteer
EFT	3-5 hours per week
Days of Work	Flexible
Tenure	Ongoing
Department Area	Operations
Location	South East Melbourne – Currently Virtual
Reports to	Management Committee

PURPOSE

To promote social and public welfare by supporting and advocating for women

VISION

WASEMA envisions an Australia where:

Women are confident and able to take their equal place in the social, cultural, economic, educational and political life.

MISSION

Is to enable neighbourhoods where women make friends, feel a sense of belonging, and meet family, work and security needs.

For women to connect across divides of culture, education, ability, age and to be linked in friendship and support.

For families and communities to benefit from the wellbeing, strength, and leadership of women.

VALUES

- ❖ Openly Share Our Knowledge and Networks
- ❖ Integrity/Honesty
- ❖ Dedication to Helping Women
- ❖ Friendship
- ❖ Respect Diversity
- ❖ Commitment
- ❖ Responsibility/Accountability
- ❖ Cooperation

STRATEGIES

COMMUNICATION ❖ COLLABORATION ❖ CONNECTION



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INTRODUCTION

WASEMA INC. is a not for profit incorporated Association governed by a Board and operated by a dedicated and committed team of Volunteers, Advocates and Passionate supporters of empowering women. Activities of the organisation include – 9 WASEMA Friendship Café's – a place of welcome and friendship offered to women each from community centres and schools in the South East of Melbourne. In addition the organisation delivers Networking, Mentoring, Advocacy, Volunteering, Training, Workshops, pathways to Employment and Enterprise and Events and Festivals. Currently the organisation supports over 300 a week and has connected with over 2700 in the past year. Due to Covid the organisation is offering support via a Virtual platform.

The organisation currently has 94 members, has worked with over 100 volunteers and has 10 paid contractors.

POSITION DESCRIPTION

Volunteer Coordinator

The Volunteer Coordinator position forms part of the Management Committee (Team). We are looking for a competent Volunteer Coordinator to join WASEMA Inc and make a real difference to this organisation. You will be responsible for implementing, supporting and evaluating as well as recruiting and managing volunteers for our association. In addition, you will be delegating responsibilities to volunteers and training selected people for their future position.

Position Summary

Volunteer Coordinator duties and responsibilities

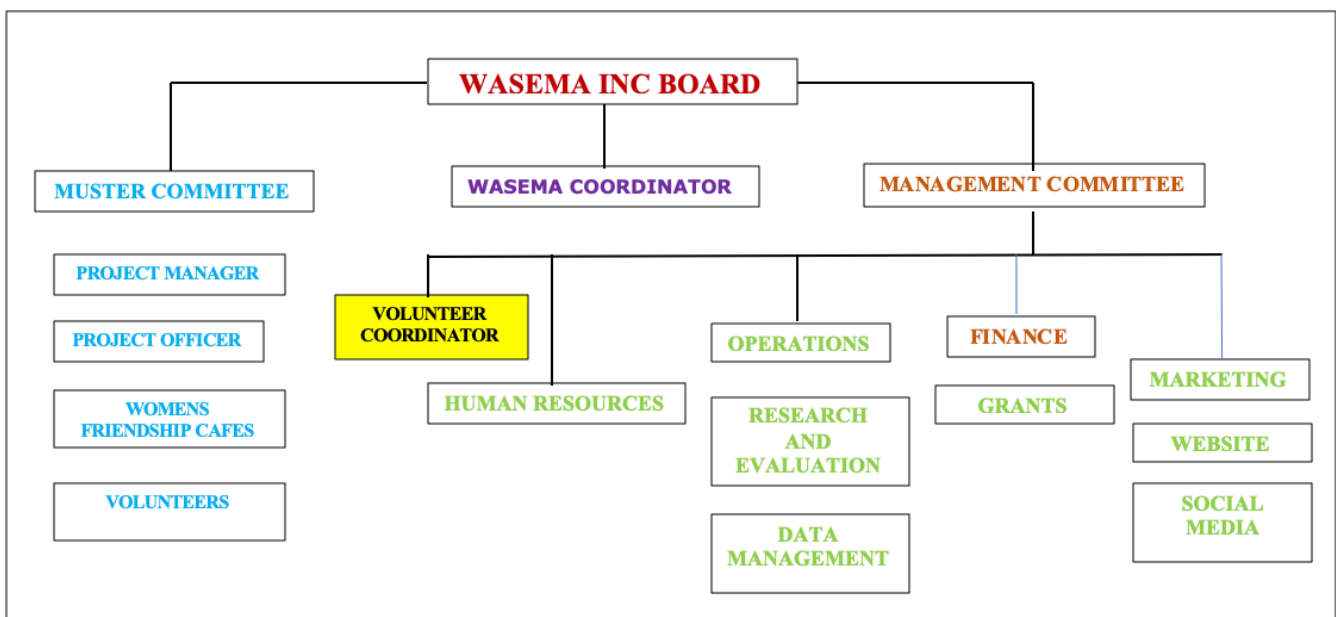
- Source and recruit volunteers using different recruiting various techniques
- Collect information on qualifications and skills
- Arrange for training when needed
- Manage schedules for everyday activities
- Assign responsibilities as appropriate
- Communicate frequently with volunteers
- Ensure volunteers are satisfied by creating a health working environment
- Keep and manage records of volunteers' information and work
- Track volunteers work
- Evaluate volunteers work
- Give constructive feedback



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ORGANISATIONAL STRUCTURE

- The green boxes represent available volunteer positions. The Yellow the current position.
- The organisation operates as a collaboration and provides opportunity for learning and growth and autonomy in the role. Input and feedback are valued to help support the organisation.



Volunteer Coordinator requirements and qualifications

- Proven experience as Volunteer Coordinator or similar role
- **2 years of experience in volunteering (REQUIRED)**
- **4 years of experience in sourcing and recruiting (REQUIRED)**
- Good knowledge in different recruiting methods
- Some knowledge in Employer Branding and Recruitment Marketing
- Working knowledge of databases and MS Office (especially Excel)
- Experience using HR and recruiting tools
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Certificate or Diploma in business administration, human resources or relevant field



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CONFIDENTIALITY

Ensure client, staff and organisational confidentiality is maintained at all times.

ORGANISATION PROMOTION

Contribute to the development, implementation and evaluation of WASEMA Inc's Strategic Plan

ORGANISATIONAL RESPONSIBILITIES

- Agree to the Constitutional rules, Purpose, Vision and Mission of the organisation
- Model the Values of the organisation
- Adhere to WASEMA Inc's Code of Conduct, ensuring professional conduct is maintained at all times.
- Ensure Equal Opportunity principles are followed.
- Comply with all legislative requirements relevant to the position.
- Comply with policies, procedures, systems and processes of WASEMA Inc and other external stakeholders.
- Follow and promote safe work practices and procedures in accordance with WASEMA's Policy and legislative requirements.
- Intellectual Property remains the sole property of WASEMA Inc.

POSITION SPECIFIC RESPONSIBILITIES

Key Responsibility Areas

- Work collaboratively with the Management Team, relevant internal staff and volunteers to identify volunteer requirements/opportunities and action requests for volunteers in a timely manner, ensuring optimum numbers of appropriate volunteers are engaged.
- Recruitment, selection and placement of volunteers in accordance with WASEMA Inc's policy and procedures.
- Ensuring all volunteers have a clearly defined role and role description upon commencement and a clear understanding of their role.
- Conducting regular training to ensure volunteers have an appropriate induction, an understanding of WASEMA Inc and the services offered.
- Participate in the implementation of WASEMA Inc's volunteer functions, ensuring volunteers are appropriately recognised and rewarded.
- Supporting volunteers through regular contact and providing pathways for the resolution of identified issues.
- Ensure volunteer's personnel files contain all required, current and valid information including police checks, Working with Children Checks and any other necessary requirements specific to the volunteer's role.



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Women's Association South East Melbourne Australia

WASEMA Inc.
PO Box 140
31 Douglas Street Noble Park-Vic 3174
Email: admin@wasema.org.au
Web: www.wasema.org.au
ABN: 81 152 282 818

- Provide volunteers with regular training, assessment and guidance necessary to carry out their responsibilities safely including but not limited to informing them of all legal, OHS
- Monitor the performance of volunteers to ensure duties are performed in a safe and professional manner.
- Encourage volunteers to identify unsafe activities and areas, including ideas for improving safety standards.
- Ensure accurate data, information and statistics are collected and maintained, including maintaining the volunteer and Client database (including hardcopy files).

KEY SELECTION CRITERIA

Key Skills, Competencies and Personal Attributes

- Demonstrated ability to consult and collaborate
- Sound time management, planning, and organisational skills to meet the demands of the position
- Strong interpersonal, verbal and written communication skills
- Demonstrated networking and relationship management skills
- Demonstrated capacity to work both autonomously with limited support and as a team member
- Demonstrated understanding of continuous improvement, client safety and risk management principles
- Proficient in using a range of Microsoft Office packages and client/volunteer database

Desirable

- Train the Trainer or Certificate IV Training and Assessment Other requirements

Required

- A Current Victorian Driver's License
- Current Police and Working with Children Check
- Must be a permanent Australian resident or hold a current, valid working visa.

If this sounds like a job for you, please send your cover letter and CV to admin@wasema.org.au or go online and apply at
Applications close: Friday, 25th September 2020

WASEMA Inc. an Equal Opportunity Employer committed to Work Health, Safety, and Diversity