

VOLUNTEER POSITION DESCRIPTION



WE ARE A COMMUNITY-CONTROLLED ORGANISATION, GOVERNED BY OUR MEMBERS, AND WORKING FOR OUR SEX, SEXUALITY AND GENDER DIVERSE COMMUNITIES

OUR VISION

WE ENVISION A HEALTHY FUTURE FOR OUR SEX, SEXUALITY AND GENDER DIVERSE COMMUNITIES, A FUTURE WITHOUT HIV, WHERE ALL PEOPLE LIVE WITH DIGNITY AND WELLBEING.

VOLUNTEER PROGRAM ADMINISTRATOR

IS THIS YOU?

- Live for spreadsheets, process and databases
- Prefer to be behind the scenes
- Strong knowledge/experience with MS Office
- A highly effective communicator
- Looking for a regular role to sink your teeth into
- Team player who shows initiative

WHAT'S IN IT FOR ME?

- Working in a newly formed dynamic team
- Access to all areas of the organisation
- Ability to influence and contribute to the volunteer program's impact
- Opportunity for professional development
- Seeing real change as a result of your work

WHAT WILL I BE DOING?

- Keeping volunteer records up to date
- Writing policies and procedures
- Supporting managers of volunteers
- Answering volunteer enquiries
- Communicating with volunteers via database, email and social media

IMPORTANT DETAILS

- Reporting to the Volunteer & Student Coordinator at the St Kilda Rd site
- Shifts are flexible and negotiated
- Regular team meetings and the option to occasionally work remotely