

POSITION TITLE: VOLUNTEER COORDINATOR**Organisational Relationships:**

- **Reports to:** ESNLC Manager & Education Coordinator
- **Supervises:**
 - Volunteers in Reception
 - Volunteers in Sustainability Library & Kitchen Garden
- **Other key relationships/stakeholders:**
 - Learners
 - ESNLC Committee of Management (CoM)

Employment Type: Permanent Part-Time (6 months contract with view of extending) Starting January 2021.

Hours: 15 hours per week

Salary: As per Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010; Level 4.1

ORGANISATION OVERVIEW

Elwood St. Kilda Neighbourhood Learning Centre Inc. (ESNLC) is a lovely people focused, not for profit, community-based organisation that has been providing quality adult education programs, community service and support for over 30 years. The environment we offer staff and members is friendly and relaxed yet dynamic and vibrant.

Our programs cater to the needs of those most disadvantaged in the community, empowering them to overcome educational gaps and social isolation within a supportive environment.

ESNLC is a Learn Local provider and Neighbourhood House. Government funded and low cost places are available in pre-accredited, and general courses that focus on, literacy, vocational skills, English as an additional language and computer skills.

ESNLC also offers internet cafe access, short courses and recreational activities as well as provision of rooms for a wide range of community support groups and clubs.

ROLE

The role is vital to the recruitment and retention of volunteers. Training and Supervision of volunteers will be required in three distinct areas of the organisation:

- 1- Front reception
- 2- Kitchen garden
- 3- Kitchen equipment library.

Key responsibilities include:

- Facilitating volunteering
 - Ensure that the National Standards of Volunteering Involvement are applied.
 - Recruit and retain Volunteers, including delivering induction training.
 - Coordinate the scheduling of volunteer shifts.
 - Deliver the training program for Administration Tasks in the three areas.
 - Advise and confer on ongoing improvement of administrative tasks and processes for the organisation.
 - Meet regularly with volunteers and provide support.

- Administration
 - Follow ESNLC policies and procedures.
 - Provide reports to the Manager and the ESNLC Committee of Management as required.
 - Contribute to the promotion and marketing of ESNLC volunteering program.

- Promotion and Communications
 - Responsible for ESNLC's promotion and communications of the volunteering program by preparing written and other material for newsletters, website, social media and other media.
 - Ensure ESNLC's communications integrate well with its community development work and partners.
 - Ensure the effective promotion of the ESNLC and its programs including the implementation of the marketing and communication strategy for the organisation.

- Other relevant duties in relation to the general operation of ESNLC

KEY SELECTION CRITERIA

1. Demonstrated knowledge and experience in recruiting and managing volunteers.
2. Demonstrated experience in administration and reception.
3. Demonstrated knowledge and experience of community development principles and application in a community setting.
4. Excellent interpersonal and communication skills- a passion for working with people.
5. High level of confidence in computer literacy.

POSITION REQUIREMENTS

Mandatory

- Working with Children Check.
- National Police Record Check prior to appointment.

Desirable

- Post-secondary teaching qualification and experience
- Certificate IV or Diploma in Community Services, Business Management, Volunteer Coordination or similar.

Work Ready

- Australian citizenship or a work visa that allows the holder in Australia for a minimum of two years.

Applications

Please address your applications to:
 Simone Jamieson- Manager of ESNLC
 manager@esnlc.com.au
 Enquiries: (03) 9531 1954

Applications close: COB Friday 11th December 2020.

Interviews held: Between 15th and 17th December 2020.

Appointment: From the 4th January 2021.