

Volunteer Position Description

Role Title	Volunteer Support Officer – Recruitment
Reports To	Community Development Officer (CDO) Overall governing body - Management Committee
Time Commitment	5 hours per week in coordination with the CDO Additional hours were applicable to complete a task. Attend training, weekly onsite VSO meetings.
Working Environment	Administration – open space workstations Green Initiatives- sustainable and environmental issues
Key working relationships	CDO, CDSO, Volunteers
Role objective	To play a key role in providing overarching management of volunteers across the organisation. To recruit suitable candidates to fulfil volunteer roles across the centre.
Primary responsibilities	<p><i>List the primary responsibilities, should only be a maximum of six including the mandatory three below.</i></p> <ol style="list-style-type: none"> 1. Comply with Centre policies, procedures and guidelines. 2. Attend training, meetings and get-togethers as scheduled. 3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre. 4. Recruit Volunteers, by: <ul style="list-style-type: none"> • Participating in the development and implementation strategies for the recruitment and support of new VSOs as require. • Recruiting new volunteers with the support of the CDO and HR Sub-Committee using the approved Volunteer Management Operating Procedure. • Placing volunteer vacancy advertisements • Screening, interviewing and recommending applications. • Completing reference checks. • Managing the Police Check process. • Managing the Better Impact process. • Collaborate with the VSO Administration regarding new applicants and the hiring process. • Managing all the paperwork to complete the process. • Maintain applications file. 5. Assist the front desk, by <ul style="list-style-type: none"> • Filling in when requested • Supporting volunteers • Administrating paperwork, where applicable

	6. Other tasks as directed by the CDO or CDSO.

SKILLS, KNOWLEDGE & ATTRIBUTES

Essential	<p><i>List the skills, knowledge and attributes required for the role, below is an example</i></p> <ul style="list-style-type: none"> • Good communication skills • Ability to work under minimal supervision and manage time effectively • Ability to relate to people from diverse backgrounds • Previous experience in office roles and an ability to work as part of a team • Good organisation skills • Experience in staff recruitment • Eye for detail and accurate data entry • Good knowledge of computers and Microsoft Office suite, especially Word, Excel, and PowerPoint • Be adaptable and accepting of changes or new requirements, as needed • Demonstrated customer service standards and principles • Ability to maintain confidentiality
Desirable	<ul style="list-style-type: none"> • Ability to manage difficult situations and conversations • Awareness of Workplace and Health & Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act • Awareness of inclusivity and diversity of visitors and their issues • Customer service practices and principles
Mandatory requirements	<p>SAPOL police check WWCC screening - Working With Children Clearance check</p>
Training	<p>Child Safe Environment Reception (inhouse) WHS</p>

I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.

Print Name (Volunteer):

Signed (Volunteer): _____

Date: .. / .. /

Title of Position Description	VSO Recruitment	
Approved by	Name: Lucy Richardson	Date: October 2021
Date Reviewed	2023	