



JOB DESCRIPTION

(Enter job title here)

Program: (e.g. Volunteer Referral Service, Communications etc.)

Reports to: (Enter the role of the person this position reports to)

Term: (e.g. ongoing, one-off/special event, short term etc.)

Hours/week: (e.g. 6 hours per week on Mondays)

Location: The Centre for Volunteering, Level 3, 40 Gloucester St, The Rocks NSW 2000

Overall Description:

The Centre for Volunteering is the peak body in NSW which promotes and supports volunteering and community participation. The Centre includes Volunteering NSW, its service delivery arm, and the National School of Volunteer Management (SVM), a registered training organisation.

The Centre for Volunteering is a not-for-profit organisation with over 40 years' history which provides leadership on volunteering issues in NSW. The Centre connects people and organisations to enrich the community through volunteer referral, training, resource development, as well as information and education services.

This role is responsible for: e.g. **ensuring service excellence to members.**

Volunteer duties and responsibilities:

List responsibilities

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Training:

Description of any training provided/required

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Relationships to this Position:

Who this position will work with including other volunteer positions within a team.

Information:

Further information about the role...)

Office access:

Volunteers with ongoing roles will be provided with a key code to access the office. You must keep this code secure and confidential. If you forget your code please notify your supervisor or the Manager: Office and People.

All staff and volunteers at The Centre for Volunteering must accept and abide by all **Work Health and Safety** policies and must:

- Follow safe working procedures
- Be conversant with the Emergency Procedure
- Report all incidences or hazards to their supervisor or Manager: Office and People

Key Selection Criteria:

List the necessary and desirable characteristics, skills and experience of a person in this role.

- E.g. competency with Microsoft Word, Excel
- E.g. basic level Microsoft PowerPoint
- E.g. data entry skills and accuracy
- Experience answering telephones etc...

I accept and understand the responsibilities and requirements of this position:

Name:

Signature:

Date: ___ / ___ / ___