



Job Title: Volunteer Coordinator

Fraction of Time: 22.5 hours per week, Permanent Part-time

Award: Social, Community, Home Care and Disability Services Industry (SCHADS) Award Level 4

Reports to: MADCA CEO

Location: Milang Old School House Community Centre (MOSHCC) and Milang Lakeside Butter Factory

Job Purpose: The Volunteer Coordinator is responsible for the recruitment, training, supervision, and retention of volunteers across the community centre, aged care, and social enterprise programs of Milang and District Community Association Inc (MADCA). The individual will ensure that all volunteer activities align with the organisation's mission and goals.

Volunteers contribute their valuable time and skills across all areas of the organization, from assisting with client services and community programs to supporting fundraising events and administrative tasks. The Volunteer Coordinator fosters a strong sense of community among volunteers by providing ongoing support, chairing regular volunteer group meetings, and ensuring their voices are heard by management. They maintain links with these groups and provide essential support, creating a positive and engaging volunteer experience.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

Key Responsibilities:

1. Volunteer Recruitment and Management:

- Develop and implement effective recruitment strategies to attract a diverse volunteer base.
- Conduct and arrange for volunteer orientation and training.
- Schedule all volunteer activity, ensuring adequate volunteer coverage for all programs.
- Interview volunteers and assist volunteers to undertake relevant screenings and training and keep them up to date.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.

- Review volunteer management plans, policies and procedures related to volunteer roles and position descriptions.
2. Volunteer Engagement:
- Foster a positive and supportive volunteer environment through regular communication and engagement activities.
 - Recognize and appreciate volunteer efforts and contributions through a variety of means.
 - Resolve any issues or concerns that volunteers might have, providing guidance and support where necessary.
3. Program Support:
- Collaborate with program staff to understand how volunteers can best support the community centre, aged care, and social enterprise programs.
 - Assist in the planning and execution of special events, campaigns, and fundraisers.
4. Compliance and Risk Management:
- Ensure all volunteer activities comply with relevant laws, policies, and standards.
 - Implement risk management strategies to ensure the safety and wellbeing of all volunteers.

Qualifications and Skills:

Essential

- A minimum of Cert IV in Community Services, or a related field. Or equivalent experience working in the field.
- Previous experience in volunteer coordination or a similar role.
- Excellent communication and interpersonal skills.
- Strong organisational and multitasking abilities.
- Proficiency in basic computer applications.
- Understanding of the needs and challenges of volunteers, particularly in a community centre, aged care, and social enterprise context.
- Ability to work independently and as part of a team.
- Current National Police Check and a Working With Children Check

Working Conditions: This is a permanent part-time position for 22.8 hours/week. Some evening and weekend work may be required. Occasional evening or weekend work as required. The role is based in Milang primarily at the Community Centre and Butter Factory.

Salary and Benefits: The salary for this position will be in line with the SCHADS Award Level 4, with salary packaging available. MADCA offers a range of benefits including flexible work arrangements, professional development opportunities, and a supportive and inclusive workplace culture.

