

ADELAIDE UNIVERSITY UNION (AUU)

POSITION DESCRIPTION

TITLE:	VOLUNTEER COORDINATOR
REPORTS TO:	Senior Events & Volunteer Coordinator
CLASSIFICATION:	AUU Level 4
POSITION STATUS	12 month fixed term contract / 0.6FTE (3 days per week)
LOCATION:	North Terrace

AUU MISSION

The AUU exists primarily to:

- Provide amenities and services to its members; and
- To further the welfare of its members.

Further to its primary objects, it will endeavour:

- To be the main social, cultural, and support centre for all the students of the University of Adelaide;
- To represent the interests of the students of the University, individually and as a whole, to the University, government, and the community at large; and
- To ensure that its services are provided equitably across the major campuses of the University.

These objects will be achieved through a partnership of students, members, the University and staff.

PURPOSE OF POSITION

The Volunteer Coordinator's principle responsibility is to facilitate volunteer participation for the Adelaide University Union and our wider community. This role involves coordinating the recruitment, scheduling and inductions of volunteers along with development of programs and opportunities, highlighting opportunities for growth and review of the existing rewards program. The Volunteer Coordinator will work with the broader University and Adelaide community to grow the existing program and build a strong and connected volunteering community on campus.

KEY RESULT AREAS AND RESPONSIBILITIES

Key result area:	Major activities:
Volunteer Program Development	<ul style="list-style-type: none"> • Work autonomously to identify volunteering opportunities on campus and the wider community Liaise with AUU departments to understand their volunteer needs and provide relevant requirements • Develop partnerships with internal and external stakeholders • Expand the existing AUU volunteering capacity.

Volunteer Training Reward and Recognition	<ul style="list-style-type: none"> • Develop and continually improve a best practice Volunteers basic training program • Develop and continually improve an appropriate rewards and recognition system for AUU volunteers • Assist AUU Marketing in development of a plan for the promotion of the program and recruitment of volunteers
Administration	<ul style="list-style-type: none"> • Overall independent coordination of the Volunteering program including the recruiting, scheduling and deploying of volunteers. • Further development and management of the Better Impact volunteer administration database • Coordinate all communications to volunteers including newsletters, emails etc • Contribute to the development and implementation of volunteer policies, procedures and practices. • Contribute to continuously improving the risk management framework for AUU volunteer activities. • Maintain and adhere to internal administrative practices in place for the volunteer team, including record management.
Stakeholder Management	<p>Represent the AUU in a positive light to establish and maintain positive relationships with stakeholders including:</p> <ul style="list-style-type: none"> • Internal AUU departments • University stakeholders, specifically those engaging with the on-campus volunteering community • Students, student clubs and student representatives • Volunteers • University community-wide committees and working parties
Participate in a Positive Culture	<ul style="list-style-type: none"> • Attend staff meetings as scheduled. • Meet regularly with the Senior Events & Volunteer Coordinator • Have an end-to-end team-oriented approach. • Voice views and concerns in a constructive manner. • Participation in quality improvement, training and development activities. • Have a positive approach and attitude towards AUU services and membership.
WHS	<p>Ensure that the work environment and work practices adopted lead to good health and safety performance.</p> <p>This involves compliance with all relevant WHS Legislation, Codes of Practice Standards, Policies, Operating Procedures and work instructions and being actively involved in AUU's WHS systems and procedures.</p> <p>In particular all staff must:-</p> <ul style="list-style-type: none"> • Notify hazards incidents, accidents and injuries • Use plant and equipment in a safe manner • Actively participate in appropriate WHS training • Do nothing which puts themselves or others at risk of injury, or condone this behaviour in others.

SELECTION CRITERIA

Essential Criteria:	Desirable Criteria:
Qualifications	Qualifications

- A relevant tertiary qualification or equivalent industry experience
- Class A driver's license

Skills, experience, and knowledge

- Demonstrated experience working in volunteering and programming
- Demonstrated experience recruiting, managing and developing employees and/or volunteers
- Proven ability to self-motivate and work autonomously
- High level of communication and interpersonal skills and ability to collaborate with a variety of external and internal stakeholders
- Proven time management skills
- Proven administrative and organisational skills
- Ability to problem solve

- DCSI Working with Children Check
- First Aid

Skills, experience, and knowledge

- Ability to work with students and young people.
- Knowledge and/or understanding of youth culture
- Demonstrated experience working with a diverse range of people from different backgrounds and cultures

SPECIAL CONDITIONS

- The appointment will be subject to 6 months probation. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with direct manager, using the AUU's Performance Development process.
- Take personal responsibility for understanding and complying with the AUU's policies and procedures including WHS and equal employment opportunity.
- Possession of a current SA Drivers Licence and willingness to drive.
- Out of hours work may be required. Time off in Lieu will be negotiated.
- Travel between campuses may be required.