

Traditional Healthcare

POSITION: Volunteer Coordinator
RESPONSIBLE TO: Traditional Healthcare Committee
LOCATION: Melbourne Office and home based
SALARY: Volunteer
HOURS: Approx 6 hours per week

BACKGROUND

Traditional Healthcare Inc (TH) is an Australian based not-for-profit charitable organization committed to the development of sustainable healthcare facilities for underprivileged communities. The Volunteer Coordinator is a part of a skilled and passionate team that ensure that TH's operational systems support and maintain TH's vision.

POSITION PURPOSE

To establish and manage TH's volunteer recruitment system and to recruit, train and support all volunteer needs, to maximise the effectiveness of the organisation and support the delivery of TH's vision and goals.

KEY RESPONSIBILITIES

- Develop effective volunteering systems, policies, practices and procedures.
- Ensure all O H & S and insurance obligations are being met by TH
- Recruit volunteers when required
- Arrange orientation and training for all new volunteers
- Work in conjunction with all other Coordinators to ensure volunteer needs are met

Personal attributes, skills, qualifications and experience required:

- A commitment to the values and vision of Traditional Healthcare Inc.
- Strong interpersonal skills and people management skills
- Demonstrated experience in implementing administrative and processes.
- Cert 4 in training highly regarded
- Flexibility to work within a low budget, grass roots organisation
- An ability to work within a team environment and mentor and train others

Send CV to: Kallika Bruce
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