



Position Description: Volunteer Program Assistant (volunteer)

Team: Volunteer Program

Location: Melbourne

Duration: June - December 2013

Time Fraction: 1 day per week, timing flexible

Position Type: Volunteer

Applications Close: 5pm May 29th

About AWARE

Aware is a unique not-for-profit Melbourne based organisation committed to bringing about positive change in the lives of individuals and communities through the medium of self-expression. We support and facilitate creative activities with women and children in Australia, Cambodia and Kenya with the aim of increasing the self esteem of the participant and building awareness of the issues faced by these young people in the wider community.

Aware's work is funded by the generosity of our supporters and is 100% volunteer run.

About the Volunteer Program

Aware has a vibrant volunteer program which offers a variety of positions mainly based in Melbourne. Volunteers are integral to all of the work Aware does and the team that make up the Volunteer Program work closely with all areas of the organisation.

Position Summary

As we expand our reach, we are building a volunteer program that will be able to assist us to deliver on our objectives. The Volunteer Program Development Officer will be responsible for developing the materials and support mechanisms to transform our volunteer program into a more formal and efficient program.

Key Tasks

- Develop induction process and information pack
- Develop volunteer procedures manual, including all necessary materials
- Develop and manage professional development events and information series for volunteers

Key Selection Criteria

Personal Attributes

1. Demonstrated commitment to Aware's values (see <http://www.awareglobal.org/#!/about-us>)
2. Creativity
3. Adaptability
4. Shows initiative

Knowledge/Qualifications/Certificates

1. Demonstrated experience in volunteering and/or volunteer management
2. Understanding of Community Development

Skills/Experience

1. Excellent written communication skills
2. Experience managing small events
3. Experience developing new processes/systems development

Reporting Line

Reports to: Volunteer Program Coordinator

Organisational Accountabilities

Adhere to Aware's values
Adherence to Aware Policies and procedures
Adherence to legal obligations
Adherence to venue OH&S

dated:23/1/13