POSITION TITLE: Coordinator of volunteering

DATE: September 2022

HOURS 1-2 days/week

TYPE OF EMPLOYMENT: Casual

PLACE OF EMPLOYMENT: Bili Nursery (Williamstown Road) and Bili Landcare (Westgate Park)

**Position Goals**

* To generally encourage volunteering and ensure that volunteers are respected, listened to and that the work we ask of them is meaningful, of benefit to the community, and agreed to and valued by them.
* To take care in recruiting volunteers to maintain a harmonious and respectful workplace environment
* To provide a safe work environment for volunteers
* To offer a range of tasks for volunteers in a range of settings
* To offer orientation and training for volunteers
* To recognise the work and skills of volunteers and thank them for their efforts
* To provide opportunities for feedback
* To measure the effectiveness of our engagement with volunteers
* To keep good records of volunteers and the hours they work
* To encourage corporate volunteering
* To be an advocate for Westgate Park and public open space more generally
* To ensure the work of all volunteers is aligned with the Strategic Plan
* To be flexible in meeting priorities established by the Manager.
* To assist with preparing grant applications for revegetation, conservation, citizen science and litter recovery projects at Westgate Park

**Specific responsibilities**

* To manage bookings for corporate volunteering
* To receive and act on offers of volunteering
* To keep a register of volunteers
* To induct volunteers
* To liaise with our regular team of volunteers in providing supervision and assistance for revegetation events
* To assist with volunteer-related social media
* To report to the Employment, Volunteering and OHS Sub Committee