

Volunteer Co-Ordinator

Desirable Skills

- Developed communication and interpersonal skills
- Good organisational capability
- Basic computer skills

Responsibilities

- In conjunction with the Committee, identify community or organisational members that might have the skillsets and opportunity to support U3A in the delivery of its community activities
- Provide ongoing training of volunteers, including the use of a database
- Formulate opportunities to develop the capability and capacity of volunteers
- Manage the induction and organisational awareness training of all new volunteers
- Maintain a schedule of volunteer activities to support the day-to-day functions of the organisation
- Develop and manage rosters for special events such as sign-on days
- Recognising volunteers give generously of their time, develop and implement strategies in conjunction with the Committee that support and nurture the volunteer pool and experience