
POSITION DESCRIPTION – Volunteer Manager

Division: South Burnett Regional Council

Business Unit: Community and Lifestyle

Position Title: Volunteer Manager

PRIMARY ROLE

Supporting volunteer groups or individuals undertaking activities at the facility. Develop relationships with not-for-profit groups to contribute to the implementation of the strategic plan.

KEY RESPONSIBILITIES

1. Provide feedback to the committee on the required amount of volunteer time to deliver the outcomes of the strategic plan.
2. Develop relationships with community members and local community groups
3. Report to the committee on volunteer activities at the facility.
4. Provide information to Council on any near misses or incident reports.
5. Organisation of volunteers and administer the work of volunteers.

KEY SELECTION CRITERIA

1. High level of keyboard and computer skills including sound knowledge of the MS Office Suite
2. Sound interpersonal skills and ability to communicate and collaborate with individual community members and community groups
3. Ability to work effectively within a team

REQUIRED HOURS

Volunteers are required to commit approximately two hours per week or equivalent over the term and attend a minimum four meetings. Attendance may be in person or through a digital conference solution. The advisory committee has specific key performance measures and reporting requirements to maintain, and the position descriptions have been designed to promote the opportunity to work individually on elements of the strategic plan and then collaboratively with other group members prior to reporting to Council.

ADDITIONAL NOTES

1. Volunteers will be required to undergo a police check via a Blue Card – working with children/young people check.
2. Digital conferencing skills and equipment if volunteering remotely
3. Volunteers may be asked to assist with events.
4. All Volunteers will be required to undertake Volunteer induction.
5. Volunteers are required to comply with Council's Code of Conduct.