

Volunteer Coordinator - Trips

Overview

The Volunteer Coordinator – Trips builds and manages the volunteer base. They are responsible for recruiting volunteers, then organising the volunteer base for trips. As part of this, they will advertise and bring on new volunteers, advertise trip opportunities to the volunteer base, then prepare them for trips by sending through itineraries, meeting with each team to plan, and approving them to go. They also manage feedback surveys.

Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Recruiting volunteers
- Organising volunteers to go on trips
- Planning and approving volunteer teams for trips
- Analysing surveys, working with the Outreach Team to improve the experience for volunteers

Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Meeting/reporting to team (1hr)
 - E.g. team meeting, documenting team progress, etc.
- Management of volunteers (1hr)
 - E.g. organising volunteer teams for trips, leading planning meetings with volunteers
- Communication and admin (2hr)
 - E.g. responding to emails, communicating with others on the outreach team, updating records of volunteers, etc.

Who are we looking for?

The person filling this role would ideally be:

- A great communicator who has a strong desire to provide the best possible experience for volunteers at Engage
- Passionate for the work of Engage – to see inequality in education addressed
- Comfortable with regular email communications while maintaining strong attention to detail
- Eager to learn within a small collaborative team
- Willing and able to put 3-5hrs a week volunteering, including exam periods

Interested in this position?

If this sounds like you, send an email to James Liu (jamesliu.engage@gmail.com) and let him know the following:

- How did you hear about Engage?
- What position are you interested in and why do you want the role? i.e. What attracts you to Engage and to this position?
- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?
- Looking forward to working with you!

If you want to get involved but feel like this isn't quite the role for you, don't worry! You can find out more about volunteering opportunities with Engage on our Volunteers page at:

http://www.engageoutreach.com.au/?page_id=399