

Volunteer Role Description

Volunteer Coordinator



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

Report to: General Manager

Role Summary

Volunteer will be under the direction of General Manager. Volunteer will be required to coordinate all Volunteers within the organisation, assisting in a wide range of activities.

Key activities:

- Advertise and promote Volunteering opportunities
- Identify volunteering opportunities
- Recruitment of Volunteers
- Assist in general administration of Volunteers, including induction and training
- Ensure confidentiality of all information is maintained

Skills required:

- Basic numeracy and literacy
- Communication skills
- Able to get on well with others
- Basic computer skills

Volunteer requires enhanced DBS disclosure, which The Healthy Living Centre can arrange.

There may be opportunities for supported training and development depending on the person and their interest.

This Role Description is an overall activities list and does not form any part of a contract of work.

Last updated: January 2017