****

****

**Opportunity Title:** Assistant Volunteer Coordinator

***Australians sharing a new story*** is an exciting new Project. We are organising a story sharing weekend which will be held from 3rd to 5th May 2019 in Blacktown CBD. It is an invitation for all of us to know ourselves at a deeper level so together we can discover who we really are, and can be, as a three-story nation:

* our ancient Indigenous living heritage
* British institutions and democratic traditions
* and a rich cultural mix of people from all over the world.

**Therefore, we are looking for Assistant Volunteer Coordinator to make this project a success**

**Tasks include:**

Assist Project coordinator in

* Recruiting and inducting volunteers
* Developing and maintaining volunteer position descriptions
* Identifying position requirements for the project
* Managing the volunteering database
* Attending any necessary volunteer meetings

**Skill Required:**

* Excellent communication skills
* Strong interpersonal skills and the ability to deal with a diverse range of people
* Good organisational skills and the ability to manage a variety of tasks
* An empathy with volunteers and an understanding of their needs
* The ability to deal with information in a confidential manner and respond with sensitivity
* Administrative skills and an ability to maintain records

**Location:** Mount Druitt and Blacktown

**Number of Vacancies:** 2

**Volunteer start date:** ASAP

**Time Required each week:** 8 hours

**Duration of role:** February – June

**Requirements:** Working with Children Check & Police Check

**For more information or if you would like to send your expression of interest please contact:**

Daniel Gobena

[daniel.gobena@iofc.org](mailto:daniel.gobena@iofc.org)

0475 636 032