



STUDENT GUILD
GRIFFITH UNIVERSITY • GOLD COAST

POSITION DESCRIPTION

1.0 POSITION CONTEXT

1.2 POSITION TITLE	Volunteer Coordinator
1.3 STATUS	Casual
1.4 REPORTS TO	Programs Officer
1.5 LOCATION	Student Guild, Griffith University, Gold Coast Campus
1.6 DATE REVISED	December 2017

2.0 POSITION SUMMARY

The Programs department actively develops, promotes and maintains cultural and social programs across Griffith University Gold Coast campus. It is responsible for building sustainable on campus programs, actively promoting events and stimulating student participation in Student Guild activities.

The Volunteer Coordinator is responsible for managing several aspects of the Guild Crew Volunteer Program, assisting the Programs Officer in the overall delivery of the program. The role will include organising regular team building and professional development activities for volunteers, developing and facilitating Orientation Week and Trimester Two induction training and managing an off campus, community volunteering program.

3.0 KEY TASKS

- 3.1 Develop & facilitate Orientation Week induction to prepare volunteers for O-Week
- 3.2 To plan, promote and run multiple off campus, community volunteering days throughout the year
- 3.3 Organise, promote and host regular team building activities/ events
- 3.4 Organise, promote and host multiple professional and personal development activities/ workshops/ seminars
- 3.5 To coordinate promotional communication about Guild Crew with the Marketing team
- 3.6 Manage a budget allocated by the Programs Officer
- 3.7 Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements
- 3.8 Maintain an awareness of GUGC Student Guild's environmental policies and procedures minimising the impact of GUGC Student Guild's business on the environment

4.0 SELECTION CRITERIA

Essential

- 4.1 Currently enrolled as a Griffith University student
- 4.2 Volunteering experience (Guild Crew volunteering desirable)
- 4.3 A passion for improving the mental health and wellbeing of students
- 4.4 Have strong planning & organisational skills
- 4.5 Be able to inspire and motivate others
- 4.6 Excellent communication skills; verbal, written and public speaking
- 4.7 Skills in producing documentation in a range of office programs such as Word, Excel and PowerPoint
- 4.8 Strong public speaking skills

Desirable

- 4.9 Be confident in front of a camera for the promotional videos
- 4.10 Experience leading volunteers or managing a team

4.0 DATE EFFECTIVE

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5.0 APPROVED BY

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Programs Officer

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Signature

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Date

I understand the tasks and responsibilities outlined in this position description and agree to work to the best of my endeavours to competently and safely undertake the tasks. I agree to work first and foremost for the Student Guild Griffith University Gold Coast Campus and will declare other employment or conflicts of interest I have or acquire during my employment.

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Volunteer's Name

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Signature

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Date