



Volunteering Coordinator

12 month contract with possibility to extension (3-month probation)

Fulltime

Starting Salary \$67,933 pa plus 9% Superannuation

Location – City West Lotteries House, 2 Delhi Street, West Perth WA.

The Injury Control Council of WA (ICCWA) is the peak not-for-profit organisation involved in injury prevention and community safety promotion in Western Australia. ICCWA is an Equal Employment Opportunity organisation.

This is an exciting opportunity for an enthusiastic and dedicated community development focused coordinator to recruit, develop and manage ICCWA volunteers, including but not limited to; mall walk leaders, Stay On Your Feet® community presenters and display/expo assistants. We are looking for a highly motivated and multi-skilled coordinator to join our dynamic injury prevention team.

The main purpose of this role is to ensure volunteers at ICCWA are provided with the tools, information and support to undertake their tasks. The role is also important to ensure that volunteers feel supported and are provided with the opportunity to further develop their knowledge to ensure quality of service.

DUTIES AND KEY RESPONSIBILITIES

1. Coordinate the ICCWA volunteer program including recruitment, screening, orientation, training, support, development and recognition, with support from the Project Assistant.
2. Maintain relevant volunteer documentation, including volunteer guidelines, procedures and job descriptions.
3. Review and update volunteer training, including expansion into online training.
4. Coordinate regular volunteer support meetings and supporting information with support from the Project Assistant.
5. Identify and coordinate new or improved volunteer opportunities.
6. Participate in volunteering committees and networks where appropriate.
7. Coordinate and promote Mall Walking Groups to corporate agencies, stakeholders and the broader community.
8. Identify funding and partnership opportunities to ensure the Mall Walking Groups are sustainable.
9. Involvement in Stay On Your Feet® event planning, coordination and evaluation.

10. Maintain accurate and appropriate records of all work undertaken for monitoring and reporting purposes.
11. Submit regular reports to the Manager as required to assist with contracted reporting requirements.
12. Other duties as requested by the Manager or CEO.

ESSENTIAL CRITERIA

1. Relevant tertiary qualifications, skills and / or experience in community development, community services, health promotion or related fields.
2. Experience of volunteer management and program coordination.
3. A good understanding and experience in volunteer recruitment and retention strategies, particularly in relation to older volunteers.
4. Well-developed written, interpersonal and verbal communication skills - including report writing, submission writing and public speaking skills,
5. Well-organised, self-motivated, able to prioritise workloads and consistently meet multiple deadlines.
6. Demonstrated thorough and systematic approach to resolving problems; able to identify and implement process improvements.
7. Demonstrated ability to plan, coordinate and evaluate projects and events.

You will be required to use your own vehicle (expenses will be reimbursed).

Applicant Instructions

Applicants **must** submit a statement addressing all selection criteria using previous experience as examples of how you can meet the criteria (you are encouraged to use the STAR model or similar). Applicants should also attach a **brief** resume detailing work history and list the names and contact details of two relevant referees.

APPLICATIONS WHICH DO NOT MEET THESE CRITERIA WILL NOT BE CONSIDERED.

Please send your application addressing the selection criteria to:
Shelley Harwood, Manager Fall Prevention Programs, Injury Control Council of WA, City West Lotteries House, 2 Delhi Street, West Perth 6005 or email sharwood@iccwa.org.au.

For enquiries regarding the position, please contact Shelley Harwood on (08) 9420 7212.

Applications close 5pm Monday 10th December 2012.