



Position Description	Volunteer Coordinator	Monitoring Process/es
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Position Summary	The Volunteer Coordinator is required to oversee and manage the Volunteer Program across Cooinda Village.	
Qualifications, Experience and Personal Attributes Required	<ul style="list-style-type: none"> • Sound administrative and computer skills. Proficient with Microsoft Word, Excel & Access • Demonstrated ability to plan, coordinate and evaluate a service • Motivated with ability to use own initiative • Able to work independently • Excellent presentation with high level oral and written communication skills • Demonstrate strong leadership skills • Skills in managing time, setting priorities, planning and managing own work • Demonstrate excellent people/interpersonal skills, able to use emotional understanding to motivate, engage and support individuals and groups • The commitment to work with and lead the Volunteer program by positive example. • Value and remain open to new ideas and perspectives • Able to work professionally and respectfully with older people and their families <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in volunteer coordination in the operation of volunteers 	
Hours of Duty	As per negotiated	



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Conditions of Employment / Award Classification	Cooinda Village Enterprise Bargaining Agreement	
Performance Appraisal	Initial review at 3 months, there after annual or earlier as required	
Authority for Appointment	Chief Executive Officer	
Reports and is accountable to	Chief Executive Officer/Health and Wellbeing Coordinator	
Key Results Required	Oversee the management of the Volunteer Program, ensuring the program run effectively	
Statement of Accountability	<ul style="list-style-type: none"> • To ensure volunteer program is meeting National Standards for involving Volunteers in Not for Profit Organisations • To coordinate and be accountable for the daily management of the Volunteers and the Volunteer Program • To be responsible for the recruitment, registration, training, support and orientation of volunteers as required in consultation with Chief Executive Officer and Health and Wellbeing Coordinator • To assist with the development of plans and strategies for enhancing the Program • To attend meetings/functions/seminars required as part of the role of Volunteer Coordinator • To contribute to Quality Management programs in order to monitor the quality and effectiveness of the Volunteer Program • To ensure volunteers are meeting the Training policy requirements • To apply for funding / grants for the volunteer programs and activities 	



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	<ul style="list-style-type: none"> • To submit applications for organizational, local, state and Federal Volunteer awards • To match volunteers with the residents/tasks in consultation with the Health and Wellbeing Coordinator • To maintain accurate records and prepare written reports as requested • To maintain, update and further develop the volunteer database • To monitor all aspects of risk management in the volunteer programs • To ensure volunteer program is meeting National Standards for involving Volunteers in Not for Profit Organisations • Ensure all volunteers complete mandatory education/training • Ensure rostering of volunteers is adequate 	
<p>Physical Requirements of the Position</p> <p>These requirements are needed to carry out the essential elements of the position, as outlined in this position description.</p> <p>The following frequency descriptions relate to a normal working day:</p> <p>Continuous = 75% to 100% Frequent = 25% to 75% Infrequent = 0% to 25 %</p>	<p>CONTINUOUS</p> <p>Standing and Walking</p> <ul style="list-style-type: none"> • Major components of the position. • Required for delivery of care to residents and movement around the facility. • Requires the ability to use both legs on a variety of surfaces. <p>Balancing</p> <ul style="list-style-type: none"> • Required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out role requirements. <p>Lifting and Carrying</p> <ul style="list-style-type: none"> • Required in the movement of objects around the facility, including movement from lower to higher and/or horizontally and/or place to place. Requires the full use of both arms and hands. <p>Reaching and Stretching</p> <ul style="list-style-type: none"> • Required in the delivery of resident care, carrying out administration duties and in the movement of objects around the facility. 	



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Grasping and Finger Movement

- The ability to pinch, pick, grasp, type and hold objects is required.
- Ability to conduct repetitive motions with hands, wrists and fingers.

Handling and Feeling

- Finger dexterity and hand-eye coordination along with full hand and wrist movement.
- Ability to perceive attributes of objects by touching with skin, particularly that of the fingertips.

Talking

- Excellent understanding of the English language is required in the delivery of care to residents and when dealing with allied health professionals, volunteers and facility staff.
- Ability to communicate effectively.

Hearing

- Ability to maintain hearing acuity with correction if required and the ability to hear and understand whispered conversations at a distance of up to one (1) metre.
- Ability to interpret what is heard.

Vision

Ability to maintain 20/20 vision using correction if required.

Ability to see and recognise objects and read documents.

Ability to discriminate between colours and to determine depth perception.

Smelling

- Ability to distinguish odours and identify hazards.

**Position Description****Volunteer Coordinator****Monitoring Process/es****FREQUENT****Climbing**

- Required when ascending or descending stairs or ladders. Requires body agility, including the ability to utilise both legs and feet and/or hands and arms.

Pushing and Pulling

- Required to draw, drag, push or tug objects around the facility including, but not limited to, wheelchairs, recreational aids and trolleys.

Bending and Crouching

- Bending at waist level whilst carrying out role requirements.
- Ability to crouch to floor level when required.

Twisting

- May be required in the delivery of resident care and in the movement of objects in the facility. The ability to reach in all directions and to twist at the waist is required.

Repetitive Motions

- Repetitive motions of the wrists, hands or fingers may be required in the delivery of resident care and when carrying out administration duties such as, but not limited to, typing.

Sitting

- Required when carrying out documentation or administration requirements.



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	<p>INFREQUENT</p> <p>Kneeling</p> <ul style="list-style-type: none">• May be required when carrying out role requirements.
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Employee Signature: _____

Date: _____

Reviewed: October 2021