

VOLUNTEER POSITION FORM

Organisation details

Organisation name: **angelhands Inc.**

Address: **P.O. Box 1348 South Perth, WA**

Postcode: **6951**

Coordinator/contact for this job: **Anita Moretta**

E-mail address: **deputy@angelhands.org.au**

Telephone: **0431 073 460 or 9244 8344**



Position details

Name of the volunteer position: **Volunteer Coordinator**

Position description (*include tasks and any extra information*): **We are currently seeking a volunteer coordinator to manage the recruitment of new volunteers into the organisation. This includes running monthly information sessions, inductions and processing clearance forms. The volunteer coordinator is the first point of call to new volunteers, therefore it is a position requiring great people skills and outgoing personality.**

Location address of this position: **NOR; specifics available once interest is confirmed**

Location postcode: **6021**

Requirements (*Qualifications, experience, skills*): **Previous office work experience essential. HR experience and prior recruitment work helpful desirable.**

Time required? **Minimum 2hr p/w**

Working with children check required? YES / NO / **SOMETIMES**

Police check required? **YES** / NO

Payable by: **AGENCY** / VOLUNTEER

Working: **ALONE** / **WITH OTHERS**

Wheel chair access? **YES** / NO

Is this position urgent? **YES** / NO

How many volunteers are required? **1 - 2**

Age range: **Minimum 20+ years**

Any additional information about this position? **Sound computer knowledge essential; ability to work remotely and as part of a team is essential.**

What public transport is available?: **10mins from Stirling train station / Bus routes 424 & 414**

Reimbursement (*Type and amount e.g. petrol allowance, lunch/tea/coffee provided*): **Not currently**

Training: **Internal training and possibility of attending relevant training courses**

Could this position be suitable for:

A volunteer from a Non English Speaking Background? YES / **NO**

A volunteer with a disability (with support if required)? YES / **NO**

A Corporate Volunteering Team? YES / **NO**

Student volunteers (Aged 14 to 17 years)? YES / **NO**

Position available (mark all that apply)			
	Am	Pm	Evening
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>