



Position Description-

Title: Essentials Volunteer Coordinator

Location: Blaxland Office

This is an unpaid position that supports and coordinates the volunteers who collect donated goods for the essentials team. The volunteer coordinator may utilise a desk at the Blaxland office or carry out duties from their own home.

1. Organisational Relationships

- 1.1 Reports to: Essentials Coordinator
- 1.2 Internal Liaisons: Essentials Volunteers

2. Tasks

- 2.1. Co-ordinate volunteering positions required for effective operations of the Essentials Program at Gateway Family Services.
- 2.2. Maintain a roster of the various volunteer positions and address any changes as they arise.
- 2.3. Liaise with the Essentials Coordinator with regard to recruiting new volunteers when needed.
- 2.4. Ensure documentation and paperwork are provided and recorded for volunteers.
- 2.5. Ensure all volunteers have access to appropriate training and support provided by Gateway Family Services.
- 2.6. To behave with a high degree of professionalism with all stakeholders.
- 2.7. To work in line with policies and mission of the service.
- 2.8. Support the Essentials Volunteers to maintain a strength-based approach to their work.
- 2.9. To report any child protection or safety concerns to the Essentials Coordinator in a timely manner.
- 2.10. To be aware of and work within the Gateway Family Services mission, policies and philosophy.
- 2.11. To be aware of and maintain current work, health and safety practices and report all hazards and injuries through the normal process as per relevant policies and procedures.

STRENGTHENING FAMILIES | STRENGTHENING COMMUNITY

We acknowledge with great respect Aboriginal and Torres Strait Islander peoples as the First Peoples of this land. We pay respect to the Darug and Gundungurra people- their Elders, past and present, and to the children of today who are the Elders of tomorrow.

GATEWAY FAMILY SERVICES

An activity of Blaxland Uniting Church

ABN: 15 607 266 742

E: admin@gatewayfamilyservices.org.au

Web: www.gatewayfamilyservices.org.au

PO Box 3051, East Blaxland, NSW 2774

Ph: 1300 316 746

Blaxland – 70 Old Bathurst Road, Blaxland NSW 2774

Ph: (02) 4720 6500

Katoomba – 14 Oak Street, Katoomba NSW 2780

Ph: (02) 4782 5326

Penrith - Cnr Henry & Station Streets, Penrith NSW 2750



3. Essential Skills

- 3.1. Have effective verbal communication skills
- 3.2. Have good interpersonal skills
- 3.3. Be enthusiastic and have a positive outlook
- 3.4. Be well organised and punctual

4. Training and Supervision

- 4.1 Gateway will provide a range of basic training opportunities for all Essential Volunteers including but not limited to Induction, COVID-19 hygiene training, accidental counsellor training.
- 4.2 Supervision and support will be provided to the Volunteer Coordinator by the Essentials Coordinator.
- 4.3 The Volunteer Coordinator will have access to the EAPS program.

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