

Position Description

Title	Volunteering Coordinator Central Otago Queenstown Lakes
Reports to	Volunteering Manager
Location	Central Otago

The Cancer Society of New Zealand - Otago and Southland Division Inc. is committed to upholding Te Tiriti o Waitangi and is equity focused.

Organisational Mission

To reduce the incidence and impact of cancer in Aotearoa New Zealand.

Values

Our core values are *respect, integrity, and excellence.*

We display these behaviours in our daily work, and they guide how we interact with others and ourselves.

To recruit and retain adequate numbers of appropriately skilled volunteers who support the delivery of Cancer Society services, fundraising activities, and health promotion. Maintain engagement with the Community ensuring a positive profile for volunteering in the region.

To respect and manage successfully diverse groups of long-term and experienced volunteers whilst ensuring recruitment stays in line with organisational needs.

To train and upskill volunteers as required by their role, providing leadership of a well-informed team of volunteers who are capable of representing The Cancer Society and its views.

To support the development and implementation of standardised National Cancer Society volunteer management practices across the Otago and Southland Division using up to date Volunteering Management Systems.

To consult, collaborate with and support Cancer Society staff, ensuring confident volunteer engagement across the division. Providing staff with appropriate Volunteering engagement skills and the required administrative support.

To oversee a positive and rewarding experience for all volunteers, maintaining individual and group engagement across the region.

To generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation

To successfully roster and attend key Cancer Society events as required.

Key Responsibilities

Primary Objectives	Performance Measures
Implement standardised volunteer management practices	<ul style="list-style-type: none"> • Volunteer management practices including health and safety are consistent and up-to-date • Volunteers are managed appropriately • Volunteers have a positive and meaningful experience
Recruit, support and develop sufficient volunteers to achieve Cancer Society goals	<ul style="list-style-type: none"> • Cancer Society work is augmented by volunteers • Volunteers are recruited as required, as identified in collaboration with staff within agreed timeframes • Relevant and regular training opportunities are provided • Volunteers have clear expectations and understanding of the requirements of their role and where to direct questions or concerns
Staff are supported to work effectively with volunteers	<ul style="list-style-type: none"> • Staff are familiar with their responsibilities in engaging and working with volunteers • Staff and volunteers have a positive experience and an effective working relationship
Ensure accurate records of volunteers and their activities are maintained on the database.	<ul style="list-style-type: none"> • Relevant information is recorded as per agreed business rules
Manage and Coordinate Rosters for Large Cancer Society Community Events.	<ul style="list-style-type: none"> • Well run, successful events with high quality volunteer experience • Adequate volunteers to provide a high quality event.

	<ul style="list-style-type: none"> • Volunteers are resourced appropriately.
Manage budget and complete duties as outlined in work plan.	<ul style="list-style-type: none"> • Work is completed in accordance with financial authority.
Maintain volunteering perspective within the Cancer Society's business profile.	<ul style="list-style-type: none"> • Attendance at team events promotes volunteer activities and practices. • Cancer Society plans and service delivery are well advised by the volunteering team
Maintain professional development in volunteer management.	<ul style="list-style-type: none"> • Relevant opportunities are participated in and reported back to the Division.
Communicate with the Volunteering Manager where volunteering activities affect Divisional policies and projects	<ul style="list-style-type: none"> • Appropriate issues are raised with Volunteering Manager in a timely fashion
Support the commitment to ensuring the Society provides a safe environment that is free of harm to health, safety or wellbeing	<ul style="list-style-type: none"> • Adequate responsibility is taken for ensuring your own health, safety and wellbeing • Health and Safety risks associated with your role are effectively assessed and mitigated • Health and safety incidents are reported in a timely way

The above is an outline of the performance indicators and expected outcomes attached to the position. However, these may be extended or amended to meet changing circumstances.

Key Relationships

This position requires a high level of professional interactions with:

External	Internal
<ul style="list-style-type: none"> • Media and professional bodies • Other volunteering organisations • Other local volunteers involving organisations and community groups • Local business partners • Suppliers of Goods and Services 	<ul style="list-style-type: none"> • Volunteers • Volunteering Manager • Other Volunteering Coordinators • Other Cancer Society staff: local colleagues, other Divisions and National Office

Personal Specification:

Education/Qualifications

A relevant diploma/certificate or equivalent experience

Skills and Experience

Team leadership skills

Experience in volunteer management

Facilitation/training skills and experience

Able to work independently and consult appropriately
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The ability to use initiative and independent judgement within established policy and guidelines.

Demonstrated commitment to achieving deadlines and agreed outcomes
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Good oral and written skills

Computer skills; MS word, Outlook, Excel ▪ Well-developed communication skills with a flexible and non-judgemental approach to people and work. ▪ Strong interpersonal skills, to deal with a diverse range of people. ▪ An understanding of the sector, empathy with service users, are also important skills. ▪ The ability to cope with limited resources, seize opportunities and think creatively
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Experience in the Not-For-Profit Sector

Existing community group connections

HR Experience
