



Volunteer Coordinator

Role Summary

To recruit, motivate and retain volunteers in a Carpets for Communities regional chapter. To provide support for the chapter's volunteers as required. To assist with establishing a fun, dynamic volunteer environment.

Impact

Volunteers are the driving force behind CfC. Each new volunteer recruited represents an expansion in CfC's human resources, the potential expansion of sales, and thus, the potential expansion of our work in Cambodia. By attracting and retaining volunteers, Volunteer Coordinators allow Carpets for Communities to involve more families in our project; mothers are empowered to break the cycle of poverty, children previously at risk of child labour or trafficking are returned to school, and families are provided with hope for the future.

Main Responsibilities

- Widespread promotion of volunteer opportunities
- Assisting National HR Manager with recruitment, selection and induction processes
- Organising learning and development activities
- Organising activities and events to engage and bond volunteers
- Coordinating market stall staff, including creation of rosters

Time Required

10 hours per week

Term

12 Months

Responsible to

Chapter President

Results

Measures of Success:

- Number of volunteers
- Percentage retention of volunteers (growth)
- Number of learning/development and social activities

Other expectations

- Attend state and national conferences

Competencies

The following competencies are advantageous to the role:

- Well-developed interpersonal and communication skills
- Well-developed organisational skills
- Time management
- Recruitment strategy