

VOLUNTEER POSITION DESCRIPTION

Volunteer World's Greatest Shave Campaign Assistant

The Leukaemia Foundation defines volunteers as people donating their time, free of charge, to the mission and objectives of the Foundation. Volunteers are engaged in work that, without their support, may not have been undertaken or completed. Volunteers are not used as alternatives to paid employment or to displace known budgeted positions. The contributions of all our volunteers are welcomed and their gift of time, skills and technical knowledge is highly valued.

General information

- Position title:** Volunteer World's Greatest Shave Assistant
- Reports to:** Ruth Guice, Community Fundraising Officer, North Queensland
- Location:** Leukaemia Foundation Queensland Freemasons Village, 41/100 Angus Smith Drive, Douglas. This role will include some extra travel away from the office but this will be done alongside the Community Fundraising Officer and not at your own expense.
- Commitment:** Expected work period 15th January till 6th April (3 months)
Expected work days/ hours – approx 12 hours p/w
Two days commitment per week from one person or one day commitment a week from 2 volunteers.
- World Greatest Shave – 14th March until 18th March 2018
The above dates are the campaign dates, there may be additional hours requested around this period but this will be discussed and agreed upon early next year.
- Position purpose:** Assisting the Community Fundraising Officer with World's greatest Shave Administrative tasks. This will include helping develop and implement recruitment strategies, media, promotion, administration tasks, phone calls, data management, community engagement, resource management and distribution, research and anything else that we need to do to make this campaign successful.
- You will experience a wide range of tasks within this role that will be transferable to many professional industries.
- Benefits:** Gaining a professional reference and real industry experience. Working for an internationally recognised not for profit organisation that has an outstanding reputation.
- Essential and desired skills:**
Microsoft programs literacy
Sales and marketing
- Qualifications:** No specific qualifications are required. The position would suit a University student.

Personal attributes

- » Have a polite and pleasant demeanour
- » Have a neat and tidy appearance
- » Have good interpersonal and communication skills
- » Be punctual, reliable and flexible
- » Ability to effectively work with people from various socio-economic levels and cultural backgrounds demonstrating an inclusive attitude
- » Ability to work co-operatively with other staff as part of a team

General conditions

- » Respect the personal views, values or standards of other people
- » Respect the privacy of others and treat all personal information acquired as strictly confidential
- » Seek and provide any feedback to your Supervisor on any difficulties related to your role
- » Access public transport or own transport

Responsibilities

- » Follow all safe work practices, procedures, instructions and rules
- » Work in a manner which ensures the health and safety of him or herself and others
- » Encourage other workers to work in a healthy and safe manner
- » Participate in training
- » Report or rectify any unsafe conditions that come to their attention

For more information contact

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