

VOLUNTEER POSITION DESCRIPTION

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: Lauren Maidens, Community Fundraising Officer – Greater Brisbane

Location: Leukaemia Foundation
217 St Pauls Tce
Fortitude Valley Q 4006

Commitment: Expected work period 29th January – 6th April (three months)
Expected work days/ hours – approx. six hours p/w
One day commitment per week

World's Greatest Shave – 14th March - 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 administration tasks, phone calls, data management, community engagement, resource management and distribution, research and any other reasonable duties 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:

Intermediate Word & Excel
Professional phone manner

Qualifications: No specific qualifications are required.

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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