

POSITION DESCRIPTION

Position Title	Craft Volunteer Coordinator	Responsible to	Fundraising & Volunteer Coordinator Business Manager CEO / Direction of Nursing
Team Name	Craft Volunteers	Version Date	May 2022

About the Role	
Purpose	To coordinate the Ipswich Hospice Care Craft Group Volunteers to create craft items for sale to raise funds for IHC and to carry out their duties safely and efficiently.
Key Responsibilities	<p>Manage Craft Group volunteers, allocating tasks as outlined in the Craft Group Volunteer Position Description.</p> <p>Maintain a roster of craft volunteers and attendance at craft group meetings.</p> <p>Complete Centrelink timesheets for craft group volunteers.</p> <p>Assist with training and mentoring of new craft group volunteers.</p> <p>Ensures all administration and documentation requirements are initiated and completed in a professional and timely manner.</p> <p>Observe and abide by Work Health and Safety and Infection Control requirements.</p> <p>Report potential hazards and any incidents to Fundraising & Volunteer Coordinator / Business Manager immediately.</p> <p>Plan craft group events and stalls with volunteers.</p> <p>Liaise with external organisations regarding venues for stalls etc.</p> <p>Update volunteer details.</p> <p>Create and market hand crafted items.</p> <p>Receipting and counting of funds raised by Craft Market Stalls.</p> <p>Facilitate communications between IHC and Craft Group Volunteers.</p> <p>Cash handling</p> <p>Promotion of Ipswich Hospice Care and its services</p>
Attributes, Skills & Experience	<p>An ability to give instructions and manage a team. Previous Administration / Financial Administration experience in a business setting would be an advantage. Ability to handle money at stalls and events.</p> <p>Customer Service - Excellent communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients. Demonstrate reliability and punctuality.</p> <p>Teamwork & Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - always ensures privacy and confidentiality. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.) and relevant professional codes.</p> <p>Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Demonstrated commitment to IHC organisational values.</p>

About the Role	
Training & Other Requirements	<ul style="list-style-type: none"> • Completion of orientation and mandatory education as per IHC training framework. • Covid-19 Vaccination Certificate.
Shift Days/Times	Maximum of 15 hours per fortnight
Role Risk Assessment	Medium

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date