

POSITION DESCRIPTION

Position Title	Fundraising Volunteer	Responsible to	Fundraising and Volunteer Coordinator Business Manager CEO / Director of Nursing
Location	37 Chermside Road, Eastern Heights QLD 4305	Document Date	May 2020

About the Role	
Purpose	To provide assistance to the fundraising function of Ipswich Hospice Care.
Key Responsibilities	<p>Working under the direction of the Fundraising & Volunteer Coordinator, the responsibilities will vary according to the event that the personnel are participating in, however may include:</p> <ul style="list-style-type: none"> • Event planning assistance • Event management assistance • Catering assistance • Cash handling • Promotion of Hospice and its services • Delivery and collection of IHC Donation boxes to the community • Counting and receipt of funds • Observe and abide by Work Health and Safety and Infection Control requirements. Report incidents and hazards to Fundraising and Volunteer Coordinator as per organisational procedure • General volunteer duties
Attributes, Skills, Requirments & Experience	<p>This role requires a responsible, friendly and caring individual who:</p> <ul style="list-style-type: none"> • Possesses a sincere interest in people and a sensitivity which brings a caring, supportive response to people • Accepts instruction and supervision positively • Works well in a team environment and is able to work independently • Is able to demonstrate reliability and punctuality • Has effective interpersonal skills • Is organized, dependable and can maintain confidentiality <p>Customer Service – Good 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>Technical Skills & Application - Demonstrated knowledge and application of the skills required for this position, including knowledge and understanding of fundraising. Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - Ensures privacy and confidentiality at all times. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.). 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"> • Must wear closed, comfortable shoes; and an Ipswich Hospice Care shirt / IHC name badge when representing IHC. • Orientation and mandatory training as per organisational framework • Current Covid-19 vaccination certificate.
Shift Days/Times	As required Maximum 15 hours per fortnight
Role Risk Assessment	Medium

Acceptance of terms and conditions of this position description

Volunteer Name		
Volunteer Signature		Date