

Job Description

Title: ***Volunteer Co-Ordinator***

Base: Adult Day Centre, Bantry

Responsible to: Human Resources Manager

The following description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. Duties may be altered or amended to suit the changing needs of the organisation. Staff will be consulted regarding any such changes. It is our policy to review job descriptions on an on-going basis.

Overall Purpose of Position

To promote and co-ordinate Volunteering opportunities within Coaction. The role involves assessing and meeting the organisation's needs through the recruitment, placement and retention of volunteers, including students and work placements.

Main Responsibilities

Duties

- To promote and co-ordinate Volunteering opportunities within CoAction
- Generating appropriate volunteering opportunities based on the needs of the organisation;
- Raise awareness with staff and the people we support of the role and the function of volunteers;
- Ensuring there is appropriate support and training for volunteers;
- Ensure Volunteers present a positive image of CoAction at all times
- To make sure all telephone calls/emails are dealt with efficiently and courteously.
- Manage all advertising for recruiting Volunteers
- Responsible for follow up Recruitment administration including references, Garda Vetting etc., in conjunction with HR and relevant Managers
- Work with HR in obtaining Garda Vetting for Volunteers
- Co-ordinate all Work Placements throughout CoAction from Colleges, TUS, CE Schemes etc. in conjunction with local managers,
- Issue Volunteers with Volunteer Guidelines prior to their commencement
- Be available to monitor support and motivate Volunteers
- Ensure Volunteers are suitably inducted and trained to carry out their role
- Develop Volunteering opportunities in collaboration with employees and people we support
- Facilitate the re-imbusement of pre-approved expenses where appropriate

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- Keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes;
 - Attend Relevant Information/Training Events
 - Develop links in the Community to promote support Volunteering opportunities
 - Work with other agencies/organisation to promote and develop Volunteering opportunities
 - Link in with Corporate agencies to promote and develop Volunteering program(s)
 - Promote Volunteering in CoAction locally and nationally through Schools, local press, national initiatives etc.
 - Ensure confidentiality is maintained at all times
 - To take responsibility for follow up actions of all messages and queries in relation to Volunteering
 - To sort all incoming and outgoing mail
 - Organise any social events for Volunteers/Students/Branch Members etc. as required
 - To make all arrangement in the promotion and recruitment for Summer Camp in conjunction with the HR administrator to ensure that the recruitment procedures are followed
 - Keep all filing up to date in relation to Volunteers
 - To be familiar with and adhere to all CoAction policies and procedures
 - To contribute in a positive and energetic manner to the overall development of CoAction and the development of the Volunteering Program.
 - Any ad hoc administrative duties which may be required to support the role
 - To be familiar with relevant legislation and national policy including New Directions, Safeguarding Vulnerable Adults Policy, HIQA, Health Safety & Welfare at Work Act, and carry out any actions as required.
 - To be familiar with Health and Safety regulations and policies and to carry out any tasks or safety measures that may be laid down and ensure safe working conditions in the workplace.
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