

VOLUNTEER COORDINATOR ROLE

About the Australian Himalayan Foundation:

Since 2003, AHF has worked with local partners to help improve the quality of life and future opportunities for families living in remote communities across the Himalayas. In partnership with our generous and committed community of supporters, we deliver sustainable health, education and environmental conservation programs in Nepal, Bhutan and in the Indian Himalayas. We are a small organisation, kicking big goals.

AHF has a number of volunteers, some who work in general or specialised roles on an ongoing basis, and others who we need to recruit for short periods, for anything from half a day to 2 months (eg special events). We also have assistance from interns from both overseas and local universities.

Volunteer Coordinator

We are seeking a passionate and organised Volunteer Coordinator to support us through this critical and busy period.

Primarily, the position will involve:

- Managing all prospective volunteer enquiries
- Maintaining a register of prospective volunteers and their availability and skills
- Liaising with staff as to their volunteer needs
- Assistance with recruiting and screening of volunteers
- Induction of volunteers, providing a clear description of duties and ensuring training with their supervisor/s is scheduled and carried out
- Ensure that all relevant policies and forms have been explained and distributed to volunteers and maintain associated compliance documentation
- Developing rosters and keeping schedules and records of volunteers' work
- Assist in providing a positive experience for volunteers, and resolving any issues that may arise
- Help with the planning and administration of events where volunteer resources are required
- Other general tasks

About You:

We are seeking applications from people who have skills and experience in the following areas and/or are keen to develop these within an international development and not-for-profit environment. Even if you only meet some of these requirements, but are interested in the role and are keen to contribute and learn within our unique workplace please contact us, as the role can be shaped to meet the skills and experience of the right candidate.

- Good communication and organisational skills
- A passion for volunteering
- Excellent understanding of HR policies and procedures
- Administrative experience, including computer skills (we use Google Drive)
- Experience in working in a small team environment and comfortable operating in a remote/virtual office environment
- Demonstrated interest in and commitment to creating a socially just and environmentally sustainable world
- A love of the Himalaya region, adventure and the outdoors

We would love it if you can commit to at least one day per fortnight (flexible), and we're looking for someone who can commit to at least 4-6 months initially, throughout the rest of 2020.

The role will require some flexibility for participating in relevant AHF meetings and events but general working hours are able to be set by the volunteer. Once you're up to speed, the work can be done outside the office if preferred or when needed.

To discuss the role or express your interest, please contact us at kerryn@ahf.org.au or call (02) 94381822 and chat to Kerryn. We encourage you to apply as soon as possible (we'll appoint as soon as we find the right candidate/s).

To apply send us:

- A cover letter outlining your interest and fit for the role and a brief summary of your experience against the Desired Skills and Experience
- Your CV

