

Volunteer Recruitment and Development Coordinator

Interchange Outer East (IOE) is a child safe organisation upholding the right of children and vulnerable people to be free from abuse. All people involved with IOE have the right to feel safe and supported during their involvement with the organisation.

At IOE we are passionate about people, creating opportunities and having fun.

Want to join our team?

Our team includes our staff, volunteers and board; without them, nothing else is possible. That's why we support and treasure our team and culture to ensure we have the right approach, attitudes and capabilities to service our community.

What we do

- We develop and deliver services to children and young people with disabilities and their families

Why we do it

- To enhance family wellbeing
- To build inclusive communities
- To engage and support children and young people with disabilities.

Our beliefs

- We believe that when families are supported, individuals and communities thrive
- We believe that human rights, respect and inclusion really matter
- We believe in local, community-based approaches with volunteering opportunities
- We believe that open and honest relationships are the foundation of trust
- We believe having fun is an essential part of life

The role

The volunteer recruitment and development coordinator manages the recruitment, training, placement, support and retention of volunteers across the agency. With development and support, volunteers provide quality services for young people with a disability and their families, through hands on involvement in service provision and an understanding of the issues that exist for families.

Want to join the Human Resource team?

We are looking for an experienced volunteer coordinator at our Ferntree Gully site. We support and treasure our team and culture and work collaboratively to provide fun and exciting opportunities and experiences to those we support.

The role is a part time position (FTE 0.8), with some flexibility with the way hours are worked available for the right person.

Personal Qualities:

1. Capacity for high levels of self-responsibility and independence.
2. Work positively within a team based approach.
3. Clear and effective communication skills that meet the needs of various skill levels.
4. The ability to communicate effectively with a wide range of people from different backgrounds.

Skill Set:

1. A focus on developing solutions to issues that arise through work practices.
2. Being able to effectively handle interpersonal and work management pressures in a professional and positive manner.
3. Ability to manage and address conflict
4. Ability to work with people who can be in difficult situations and under stress
5. Be able to effectively write and develop documents.
6. Have experience working with volunteers or experience in a related field

Interchange Outer East understand the importance of diversity and inclusion. We recognise that everyone has the right to an equitable, safe and productive environment and to be treated with dignity and respect. We welcome applications from all people regardless of age, gender, ethnicity, cultural background, disability or sexual orientation. Aboriginal and Torres Strait Islander people are encouraged to apply.

Prospective candidates will need to undergo a series of safety screening checks before being appointed to any position at IOE. Our recruitment procedures reflect our commitment to the safety of the people we support. Safety screening includes:

- NDIS Worker Screening
- A Working with Children Check

In addition to the safety screening, the successful applicant will be required to provide proof of currency for: first aid certification – Provide First Aid HLTAID0012, manual handling and undertake the NDIS Worker Orientation Module.

Generous salary packaging is available on commencement.

Applications including a cover letter and resume should be emailed [to rita.tuccio@ioe.org.au](mailto:rita.tuccio@ioe.org.au). A position description can be obtained by visiting our website www.ioe.org.au.

If you have any question please call our reception on [9758 5522](tel:97585522) and ask to speak to Marcelo Calderon.

Applications close at 5pm on 6 February 2023