

Volunteer Role Profile

Position	
Position Title	Community Hub Volunteer
Volunteer Area	Community Hubs
Reports to:	Program Manager: Sherryn Hill
Purpose of the Position	
- The role of the volunteer is to assist Hub Coordinator with daily running of the Hub working with individuals, services providers and community groups.	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
Service Delivery	<ul style="list-style-type: none"> • Assist with provision of information to the local community across areas of: Social Connectedness, General Community and local services including those provided by the Hub. • Assist Hub Coordinator in providing and facilitating appropriate community use of available infrastructure including meeting rooms, fax, photocopier, computers and room facilities. • Undertake as directed by Hub Coordinator administrative duties and tasks as required.
Experience/Skills	
Essential	<ul style="list-style-type: none"> • Well-developed communication skills with experience in dealing with the community • Ability to work as part of a team • Demonstrated history of reliability and punctuality
Desirable	<ul style="list-style-type: none"> • Knowledge and understanding of local community
Knowledge/Qualifications	
Essential	<ul style="list-style-type: none"> • Current Criminal Record Check or willingness to undergo check
Desirable	<ul style="list-style-type: none"> • Knowledge of local area and surrounds