

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Hub Administration Volunteer – Ngurra Community Centre

Department	Greater Western Region
Availability	Minimum 3 hours per week, Mon - Fri– flexible
Location	Ngurra Community Centre – Wagga Wagga
Category	Contributing to our operational work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

To assist with the day to day functions of Ngurra Community Centre in Ashmont, Wagga Wagga

Role responsibilities

- Assist with booking schedule and general enquiries
- Liaise with internal and external stakeholders that access centre
- Assist with events and program delivery
- Carry out additional tasks as required of the role

Knowledge, skills and experience

- Knowledge of local area and support services
- Ability to relate to people from diverse cultures and backgrounds
- Able to maintain a high ethical standard when dealing with confidential information
- Show empathy for the mature aged, disadvantaged and socially isolated clients
- At ease working independently or as part of a team to share the workload
- Basic admin skills and knowledge of Microsoft Office including email

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
- Working with Children's Check relevant to NSW

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
- Attend team meetings and other meetings as required

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
