

COTA VOLUNTEER ROLE DESCRIPTION



TITLE OF POSITION: Website Editor

CLASSIFICATION: Volunteer

DURATION: January 2017- December 2017

LOCATION: COTA office and specific offsite locations

- Update COTA website's (www.cotant.org.au) written and photographic content

Responsibilities and Duties: (Other duties may be assigned as appropriate)

Time Commitment

- Hours and days are flexible but generally Monday through Friday, between 8.30am – 2pm
- Must be available for special events and training

Organisational Relationship:

The position is responsible to the Events & Communications Manager

Skills and Experience

- Have good knowledge of WordPress, Paint and Picasa
- Excellent communication skills and experience in using
- Have job-related experience, such as working in a non for profit organisation managing website projects
- Demonstrated understanding of and commitment to the principles of respect, transparency, professionalism, integrity and inclusion

Capabilities

- Demonstrated capability to conduct one's self in a calm and professional demeanour when dealing with the public and/or with difficult situations
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

Policies and Procedures

COTA policies apply to volunteers as they do to staff. Some examples of these policies include:

- Volunteer Policy
- Police Check Policy
- Grievance Policy
- First Aid Policy
- Work Health and Safety Policy