

COTA VOLUNTEER ROLE DESCRIPTION



TITLE OF POSITION: Events Officer Coordinator

CLASSIFICATION: Volunteer

DURATION: January 2017- December 2017

LOCATION: COTA office and specific off-site locations

- Helping to coordinate events and program activities for seniors throughout the year including support of MASP activities
- Work on event administration including bookings, follow-up calls, promotion and reporting
- Helping to coordinate COTA NT's annual SENIORS EXPO including: administrative management, volunteer recruitment, building relations with stakeholders, marketing and promotions
- Helping to coordinate Seniors Month events and activities including grant submissions and acquittals
- Helping to recruit, co-ordinate and manage event and program facilitators
- Build, maintain and develop relationships with members, volunteers, event participants, sponsors, partners and media
- Identify opportunities for grant funding and helping to prepare applications/acquittals for event and program funding
- Develop partnerships with service providers and stakeholders

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

- Possess a good knowledge of Microsoft Office and Adobe software
- Have job-related experience, such as working in a non for profit organisation
- Excellent communication skills: face to face, by telephone and by email

- Demonstrated understanding of and commitment to the principles of respect, transparency, professionalism, integrity and inclusion
- Demonstrated ability to work with a team of volunteers
- A high degree of professionalism and well-developed interpersonal skills with capacity to build effective relationships with a wide range of people including staff, board, members, donors, corporate supporters, volunteers and government representatives.

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

Personal Qualities

- Patience and empathy
- Enjoy working with groups and individuals
- Understanding of cultural differences

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