

VOLUNTEER POSITION DESCRIPTION

POSITION DETAILS

Title:	Office Volunteer
Department:	Policy, Information & Programs
Work Location:	<i>MOVE muscle, bone and joint health</i> 263–265 Kooyong Road, Elsternwick
Reports To:	Community Programs Officer
Version Date:	May 2016

MOVE STATEMENT OF PURPOSE

The purpose of *MOVE* is to improve the quality of life of people who have, or are at risk of developing, muscle, bone and joint conditions.

Vision

To be a leader in promoting excellence in muscle, bone and joint health and wellbeing.

Values

Our values are vital to who we are and our success in what we do:

- Respect and Integrity
- Service and Stewardship
- Excellence and Knowledge
- Collaboration
- Leadership

OBJECTIVE

To provide *MOVE* staff office work assistance as required.

KEY RESPONSIBILITIES

- Participate as a team member to perform basic administrative functions such as data entry, mail preparation, laminating, printing and photocopying
- Maintain confidentiality of all consumer and organisational information.
- Adhere to *MOVE* policies and procedures.
- Seek the assistance of the Community Programs Officer or other *MOVE* staff member as required.
- Undertake other duties and responsibilities, as reasonably requested by the Community Programs Officer or other *MOVE* staff members.

Position descriptions are subject to review from time to time, variations will be advised to you.

COMPETENCIES

- An understanding of the issues faced by people living with a muscle, bone or joint condition.
- Have an understanding of the function of office equipment i.e. photocopier, fax machine, laminator, etc.
- Have a clear and pleasant manner.
- Willingness to work as part of a team.
- Flexible, reliable and punctual.
- Basic PC skills including Internet skills – desirable.

ORIENTATION

- Half day training session which includes an overview of the organisation, Occupational Health and Safety rights and responsibilities, privacy and confidentiality.

LOCATION AND HOURS OF WORK

- *MOVE* is located at 263–265 Kooyong Road, Elsternwick.
- Weekly shifts are available depending on project/ task will determine the duration on a day.

CONDITIONS OF VOLUNTEERING

- All volunteers are subject to a satisfactory Police Check.
- All volunteers must be over the age of 18 years.
- This position is freely undertaken, is an unpaid position and will not replace any paid position within the organisation.
- A minimum of six (6) months commitment from you is required from commencement date.
- Successful completion of orientation program plus ongoing participation in training and development activities.
- Attendance required at Volunteer Support Meetings.
- Insurance coverage is provided for Volunteers as prescribed under *MOVE* s insurance policy.

VOLUNTEER STATEMENT

I have read, understand and accept the above Position Description.

Volunteer name: _____
Volunteer signature: _____ Date ___/___/___
Contact number: _____

Community Programs Officer signature: _____
Date ___/___/___

Please return to the Community Programs Officer and retain a signed copy for your records.