

Volunteer Position Description

Position Title	Administration Support Volunteer
Position Purpose	To assist with providing administrative support to the charity office.
Reporting To	St. Merkorious Charity Staff – 0478 760 450
Position Responsibilities	<ul style="list-style-type: none"> • Assist with general clerical duties including photocopying, scanning, mailing, filing and data entry support • Maintain confidentiality and privacy in matters relating to the team, clients, procedures, financial details, and security
Commitment Requested	<p>A minimum of 3 hours on a weekday is requested between 7.00 am – 2.00 pm Monday-Friday. A minimum commitment of 3 months requested.</p> <p>The rostering of hours and days will be negotiated to meet the availability of the volunteer and the needs of the service.</p> <p>St. Merkorious Charity is committed to Volunteering Australia’s National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week.</p>
Training Provided	General induction
Position requirements (Skills, qualifications & experience)	<ul style="list-style-type: none"> • Experience in general office administration skills is desirable • Proficient in MS Office or similar software and experience using databases • Ability to work independently or as part of a team to share the workload
Background Checks	Working with Children Check (preferred but not required)

Volunteer Applicant Declaration

You and your St. Merkorious Charity manager, or delegate, have discussed, read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

Volunteering at St. Merkorious Charity is dependent on the results of background checks that are detailed in this volunteer position description. St. Merkorious Charity reserves the right to prohibit an individual from volunteering if background checks are not to the organisation’s satisfaction.

In addition, you are required to provide full and up to date disclosure to St. Merkorious Charity in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

