

Volunteer Position Description

Position Title	Telemarketer Volunteer
Position Purpose	To assist with marketing & fundraising campaigns, including direct email/mail appeals and telemarketing.
Reporting To	St. Merkorious Charity Staff – 0478 760 450
Position Responsibilities	<ul style="list-style-type: none"> • Contribute your skills to help us in raising funds to assist the everyday work of St. Merkorious Charity • Place phone calls to sponsors from our directory and approach new sponsors • 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"> • Excellent communication skills, telephone etiquette, patience & persuasion, preferably with a marketing background • Comfortable speaking on the phone with several people each day to discuss the charity services and other work related. • Previous fundraising experience.
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.

