



**Community  
driven justice.**

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## POSITION DESCRIPTION – Volunteer Program Coordinator

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Fitzroy Legal Service is a community-based organisation, independent of government, dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. The Darebin Community Legal Centre is a program of the Fitzroy Legal Service. For further information please visit our website <https://fls.org.au/>

### POSITION OUTLINE

Classification and conditions	<p>The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies.</p> <p>This position is classified at Level 4 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award.</p> <p>All positions at Fitzroy Legal Service are subject to the continuation of external funding.</p> <p>The position is offered as a .5 EFT position (20 hours per week).</p>
Duration	Ongoing
Location	This position is based across Fitzroy Town Hall and Reservoir Offices
Responsible to	Finance and Operations Manager
Direct Report/s	Nil
How to apply	<p>Candidates are requested to email the following as <u>one</u> PDF document:</p> <ul style="list-style-type: none"><li>• A covering letter, no longer than one page; and</li><li>• A resume which includes details of education, work and volunteer experience.</li></ul> <p>Applications should be addressed to Brendan Kelly, Finance and Operations and emailed no later than 5pm Monday 23 May 2022 to <a href="mailto:bkelly@fls.org.au">bkelly@fls.org.au</a></p>

### POSITION OBJECTIVE

The position objective is to assist in the administration of a successful volunteer program, inclusive of recruitment, induction, training, support and recognition.

### RESPONSIBLE TO

The Volunteer Program Coordinator reports to the Finance & Operations Manager.

## KEY DUTIES AND RESPONSIBILITIES

### Program administration

- Undertake organisation of volunteer rosters for the Generalist Night Service (Fitzroy and Reservoir) and appointment based clinics (Family Law, Animal Law, LGBTIQ);
- Undertake organisation of volunteer rosters for the Day Service at the Fitzroy and Reservoir premises and the Neighbourhood Justice Centre;
- Maintain the FLS volunteer database;
- Undertake regular volunteer attendance reviews; and
- Regularly communicate with volunteers, including operational and policy updates.

### Volunteer recruitment

- Answer queries about volunteering at Fitzroy Legal Service;
- Assist with the recruitment of legal and non legal volunteers, including university, PLT and work experience placements;
- Assist with the organisation and advertising of volunteer induction sessions as required; and
- Co-ordinate receipt of all volunteer paperwork, including practicing certificates and Code of Conduct/confidentiality agreements.

### Training, support and recognition

- Assist with the organization and advertising of volunteer professional development training sessions;
- Assist in the implementation of an annual volunteer survey;
- Assist with the organization of volunteer recognition events; and
- Support FLS volunteers and liaise with volunteers, Principal Solicitor Night Service and other staff to improve volunteering at FLS.

### General

- Attend internal staff and planning meetings, supervision and performance review processes;
- Participate in professional development as identified;
- Involvement in fundraising and other events as required;
- Must adhere to organizational policies and procedures and support the agreed FLS Values and Behaviours; and
- Undertake other duties as reasonably required by the Finance & Operations Manager.

*This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of FLS.*