

## **Volunteer and Program Coordinator**

### **Bellarine Living and Learning Volunteer and Program Coordinator**

- Opportunity to make a valued and tangible contribution in the Whittington community
- Part Time (18 hours per week) Monday to Thursday
- Coordinate the full lifecycle of both the volunteer and Centre programs
- Report to a supportive and experienced Centre Manager

### **The Organisation**

Established in 1984, the Bellarine Living and Learning Centre (BLLC) mission is to create a welcoming and safe community that provides opportunities for support, empowerment and growth within the community through the provision of services, a broad range of activities and education programs responsive to every changing needs of the Whittington community. BLLC is a Learn Local Provider, Adult Community and Further Education (ACFE) funded and receives financial support from DHHS, self-generated funds and grant opportunities.

### **The Role**

The Volunteer & Program Coordinator role is to support the Centre Manager across two key areas of volunteer coordination and program support. Reporting directly to the Centre manager this role will work on the day to day operational side of existing and new programs supporting the lifecycle from research into new programs, implementation, management and review of programs to ensure they are meeting the needs of the different cohorts within the community. They will also be the key point of coordination for volunteers including attracting, recruiting, on-boarding and supporting volunteers to ensure that the organisation continues to be supported by a capable and experienced workforce.

### **Skills and Experience**

The successful applicant will have the following:

- Previous experience with preparation of documents, reports, policies and procedures across the suite of Microsoft Office programs including confidential documentation
- Experience in the day to day operation of a not-for-profit organisation
- Demonstrated experience working with and managing a team of paid and unpaid workers
- Proven administrative and organisational skills, including ability to balance priorities and meet deadlines
- Experience partnering across external stakeholders to provide services and programs within the community sector
- Demonstrated ability to work effectively both independently and as part of a team

- Experience working with people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with a disability, those on low income or unemployed, young people and older people
- Appointments are subject to a satisfactory relevant criminal record check and Working with Children's Check.

### **How to apply?**

If this role sounds like you, please email your application to [manager@blhc.org.au](mailto:manager@blhc.org.au) and include a cover letter addressing key selection criteria and resume including 3 referees. Applications close 12noon Monday 15<sup>th</sup> February.

For a confidential conversation about this role, please contact Karen Williams, [manager@blhc.org.au](mailto:manager@blhc.org.au) or 03 5248 1926.