

Volunteer Role Description

Fundraising



marymead
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Position Title	NEXGEN Member
Reports to	Manager, Marketing Unit
Program/Area	NEXGEN
Location	Various
Position No.	VFNG2
Description of Project/Purpose of Assignment:	
<p>NEXGEN, Marymead’s next generation of fundraisers raise valuable funds and awareness of Marymead’s programs among Canberra’s young adult community.</p> <p>Funds currently raised by NEXGEN contribute to the purchase of program resources not always accessible through regular funding.</p> <p>We are after an energetic, community minded person to join this group of younger fundraisers.</p>	
Outline of Volunteer’s Responsibilities or List of Tasks	
<p>The successful volunteer will assist with:</p> <ul style="list-style-type: none"> • The organisation of NEXGEN’s Race Day and ‘Cocktails for a Cause’ NEXGEN’s main fundraisers • Contributing new ideas for fundraising • Promoting awareness of Marymead’s programs in the community • General assistance as required 	
Outcomes/Goals:	
<p>Our goals are to:</p> <ul style="list-style-type: none"> • Expand the NEXGEN base to ensure that membership does not significantly reduce in the future • Allow the continuation of the fantastic fundraising work that NEXGEN does for Marymead • Further promote and extend the positive reputation that NEXGEN has established within the Canberra community 	
Training and Support Plan:	
<p>You will be supported by the rest of the NEXGEN members and the Marketing Unit.</p> <p>No specific training is required for this role.</p>	
Reporting:	
<p>Depending on your role within NEXGEN, you may be required to provide reports relating to finance or meeting minutes.</p>	
Time Commitment:	
<p>NEXGEN currently meet with Marymead Staff approximately once every quarter for up to two hrs. As NEXGEN members have work and/or study commitments, these meetings are held after hours.</p> <p>Event related meetings are held off-site as required. Again, as NEXGEN members have work and/or study commitments, these meetings are usually held before hours.</p> <p>Dates and times are determined at each meeting.</p>	
Qualifications, Experience, Qualities or other requirements:	
<p>This role would suit someone with an interest (or experience) in:</p>	

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- Event coordination
- Fundraising
- Contributing to Marymead's programs through fundraising
- Meeting new people and developing additional social connections

To be considered for this role you will be required to have a satisfactory police check (undertaken by Marymead) and sign Code of Conduct paperwork.

Benefits:

The benefits of this role include:

- Knowing you are contributing to a well-respected, not-for-profit organisation that delivers high quality family support services to children, young people and their families
- Meeting new people
- Developing new skills
- Being involved in fun activities
- Flexibility in how and when you contribute

Developed	Version2 Student Placement and Volunteer Coordinator 25 January 18
Reviewed	Student Placement and Volunteer Coordinator 25 January 18
Approved	Marketing Manager 25 January 18