

# Volunteer Role Description

Systems and Administration Unit



**marymead**  
children • families • community

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| <b>Position Title</b>  | Marymead Rad Receptionist                                   |
| <b>Reports to</b>  | Administration Coordinator, Systems and Administration Unit |
| <b>Location</b>  | Yarralumla  |
| <b>Position no.</b>  | VSA1  |
| <b>Description of Project/Purpose of Assignment:</b>   |   |
| <p>Marymead has been operating in the Canberra and surrounding NSW regions for 50 years, delivering therapeutic and support services to meet the needs of children, young people and families in the community. Our organisation has a justifiable reputation for the delivery of high quality services to support vulnerable children, young people and families.</p> <p>We are after a friendly and organised person to assist the Administration team with reception coverage whilst staff take some leave.</p> |   |
| <b>Outline of Volunteer's Responsibilities or List of Tasks</b>  |   |
| <p>You will be required to undertake general reception duties and provide administrative assistance to the Administration team.</p>  |   |
| <b>Outcomes/Goals:</b>   |   |
| <p>As we are seeking short term cover whilst one of our team takes some leave, we aim to have as much reception coverage for that period of time as we can.</p> <p>We would expect that those visitors to Reception feel welcome and safe.</p>   |   |
| <b>Training and Support Plan:</b>  |   |
| <p>Training for this role will be provided.</p> <p>You would also be required to attend an induction session prior to commencing the role</p>  |   |
| <b>Reporting:</b>  |   |
| <p>You will report to the Administration Coordinator, Systems and Administration Unit.</p> <p>For any issues or concerns to the Client Services Officer you would have access to the Administration Coordinator, Systems and Administration Unit or the Student Placement and Volunteer Coordinator.</p>   |   |
| <b>Time Commitment:</b>  |   |
| <p>This is a short term role. We are after someone for a minimum of 1 day/week, with the fixed day being Mondays (from 8:15am - 5:00pm) for the period between 2<sup>nd</sup> May 2018 and 8<sup>th</sup> June 2018 inclusive.</p> <p>Any other days or part days you are able to offer will be appreciated and are negotiable.</p>  |   |
| <b>Qualifications, Experience, Qualities or other requirements:</b>  |   |
| <p>Experience in administrative and/or reception roles is highly desirable (training will be provided).</p> <p>We are also after someone who:</p> <ul style="list-style-type: none"><li>• Is well organised</li><li>• Has well developed interpersonal skills</li><li>• Has a calm, friendly manner and</li></ul>  |   |

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- Is flexible
- Is able to work with limited supervision when required

To be considered for this role you will be required to have a satisfactory police check (undertaken by Marymead) and Working with Vulnerable People card.

### **Benefits:**

The benefits of this role include:

- Contributing to a well-respected local organisation
- Being a part of a friendly and supportive team
- Learning more about Marymead's work and having the capacity to spread awareness about what we do
- Keeping your skills fresh and/or developing new ones
- Giving back to the community
- Knowing that you have relieved some of the pressure of our workload
- Free onsite (Yarralumla) parking

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| <b>Developed</b> | <b>SPVC</b><br>27 February 2018                         |
| <b>Approved</b>  | Manager, Systems and Administration<br>28 February 2018 |