

Volunteer Role Description

Fundraising



Position Title	NEXGEN Member
Reports to	Communications & Fundraising Unit Manager
Program/Area	NEXGEN
Location	Various
Position No.	VFNG1
Description of Project/Purpose of Assignment:	
<p>NEXGEN is Marymead’s next generation of fundraisers. NEXGEN raise valuable funds and awareness of Marymead’s programs among Canberra’s young adult community.</p> <p>Funds 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 fundraising events • 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 Marymead Communications and Fundraising 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 meet with Marymead Staff at the Narrabundah site once every quarter for two hours. 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. As NEXGEN members have work and/or study commitments, these meetings are usually held before/after hours.</p> <p>Dates and times are determined as required for each meeting.</p>	
Qualifications, Experience, Qualities or other requirements:	

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This role would suit someone with an interest in:

- Community events
- 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 current and satisfactory police check (undertaken by Marymead), an ACT Working With Vulnerable People Card and to 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
- Free onsite (Narrabundah) parking

Developed	Student Placement and Volunteer Coordinator 16 July 2020
Approved	Marketing Manager 17 August 2020
Reviewed	Student Placement and Volunteer Coordinator 20 July 2020