



SUPPORT, IT'S NOT A COMPLIMENT

Position Description - Volunteer Coordinator

About INAC

It's Not A Compliment (INAC) is a **grassroots organisation fighting for the rights of all individuals to enjoy public spaces free of the fear of harassment**. We run projects, workshops and campaigns that break through the normalisation of street harassment and encourage communities to challenge the age-old norms that make this type of harm possible in the first place.

OUR VISION

A society where street harassment is recognised as a form of harm in and of itself—not simply as a precursor to other forms of violence—where all individuals know what street harassment looks like, how to call it out and how to safely intervene to stop or prevent it.

OUR VALUES

- Intersectional
- Community-led
- Accountable and committed to learning
- Transformational
- Collaborative

Overview of the role

The key function of the role is to co-ordinate all elements of volunteering within INAC. The Volunteer coordinator liaises with all teams in the organisation to determine their volunteer needs and then recruit volunteers to each of the roles. Another important function of a volunteer co-ordinator is to ensure that all volunteers have the knowledge, training and support required to undertake their nominated roles.

Time Commitment: 13-15 hours a month

Reports to: Chief Executive Officer

Key position responsibilities

- Assess the volunteer needs of each area of the organisation in both general team functions and specific projects.
- Liaise with team leads to consider the knowledge, skills and time required for each role roles and recruit volunteers that suit them.
- Organise the orientation, training and the induction of volunteers.
- Continually check with team leads to identify any issues or if additional training or support is required.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Identify ways to improve the volunteering experience, either through training or support.



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Expectations of the role

You must be able to meet the following expectations for the duration of your role at INAC:

- Attend a volunteer induction session, date to be confirmed but will most likely take place on a weekend from 3 pm to 5 pm over Zoom.
- Organise bi-weekly checkins with team leads that usually take place on Monday from 6.30 to 7.30 pm
- Organise professional development and upskilling sessions for volunteers in line with aims and goals of specific teams
- Attend quarterly team development sessions
- Complete all assigned work in a professional and timely manner
- Keep the CEO informed if anything comes up that might prevent you from completing your work in time.
- Submit a role handover document and report at the end of the year

If any of the above expectations are not met regularly it may lead to being terminated from the organisation.

Key Selection Criteria

- Excellent communication and interpersonal skills and ability to work with the team leads to achieve organisational goals.
- Strong interpersonal skills and being able to work with a diverse range of people.
- You have the willingness to learn, and share insights and experience with empathy and compassion
- Strong work ethic: energy, initiative, vision and commitment
- The ability to identify opportunities and offer creative and innovative solutions to problems
- Ability to work autonomously and as part of a team where required.
- Willingness to learn and adopt new systems and processes.
- Ability to multitask and prioritize work schedule.

Desirable

- Previous experience managing a team

This role requires one to have a valid Volunteer with Children Check at all times.



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How to apply

No deadline - applications will be accepted on a rolling basis and the position will remain open till filled. We highly encourage you to apply as soon as possible.

You can submit your Cover Letter addressing the key selection criteria and your Curriculum Vitae on the position page.

If you have any questions about the role, please contact us at itsnotacomplimentmelbourne@gmail.com.