**VOLUNTEER ROLE DESCRIPTION**

**Position Title: Administrative Support**

Location

Clunes Neighbourhood House. 6 Templeton Street, Clunes, 3370 OR BOOM Clunes, 28 Fraser Street, Clunes, 3370.

Position Objective

Provide support in the administrative tasks of Clunes Neighbourhood House.

**Key Responsibilities:**

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| --- |
| 1. Administration
	* Provide Reception support engaging with people as they enter and exit the building
	* Assist with phone and email messages.
	* Assist with Events Coordination Support
	* Assist with Community Care Support
	* Assist with Data Entry and Form Creation.
	* Engage with suppliers to source and promote Food Is Free
2. Communications Book:
	* Any relevant activities/projects detailed in the communications book
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Key Performance Indicators:

* Community Engagement
* Participants in activities

Special Requirements of this Position:

No financial delegation. Position reports to the Co-ordinator

Key Skills Required:

* Good written communication skills
* Good personal skills
* Good research skills
* Good organisational skills

Organisational Relationships and Reviews

Reports to: Manager in absence of Co-ordinator