**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 |

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