



Position Description:	Volunteer Fundraising Coordinaton
Role:	Fundraising Coordinaton
Program/Campaign:	VOL-Fundraising Activities
Supervisor:	VLG, Volunteer Co-ordinator
Hours of Duty:	Event dependant
Location:	Community

The Family Centre:

Our people are informed by The Family Centre values and operate within the framework of our policies, practice principles and strategic goals to inform how we work.

Our values and practice principles

In genuine partnership with community members and groups, non-government organisations, government agencies and businesses, we make a real difference and our actions lead to progressive, measurable and sustainable social change.

Our activities are designed to:

- improve relationships
- increase safety
- increase parenting skills
- increase wellbeing
- increase personal effectiveness
- increase connections
- increase community capability
- our vision: a fair, safe and vibrant community where children, young people & families have access to all opportunities
- our mission: happy children & young people - caring relationships - strong community

Position Overview:

Planning, organising and generating fundraising ideas, projects, events and activities that contribute to raising money to fund community projects and support local families experiencing disadvantage. As a coordinator you will drive and lead others in fundraising initiatives and assistants with creative ideas and enthusiasm to contribute to a vibrant team of volunteers. Promote TFC programs and services in the community.

Responsibilities and key duties:

- Work collaboratively with the VLG and the fundraising committee to identify projects and ideas that contribute to fundraising
- Lead volunteers and staff at fundraising events and opportunities
- Support planning and implementation of fundraising initiatives
- Perform duties related to raising funds for, and promoting awareness of, The Family Centre
- Undertake activities such as selling raffle tickets, collecting donations, gift wrapping
- Setup and or pack down for fundraising event, ensure area looks organised and presentable at all times.
- Assist volunteers and staff to deliver fundraising event/activity
- Engage community members with participating in activity
- Evaluate and contribute to future development of the event/activity

Professional Responsibilities:

- Promote and share knowledge of TFC programs and services, direct referrals appropriately to staff member
- Ensure environment is safe for volunteers, staff and community members
- Work in a manner that promotes respect and dignity of all participants
- Report any identified risk or hazard to volunteer coordinator or lead staff/volunteer
- Adhere to the relevant standards, policies and procedures of The Family Centre including maintaining all aspect of Work Place Health and Safety
- Promote and model TFC values, code of conduct and professional standards to all staff, volunteers and community members
- Contribute positively to TFC's organisational culture
- Submit accurate administrative records if relevant (e.g. out of pocket expense, travel reimbursement claim)
- Submit volunteer time sheet, or assist with documenting attended volunteer hours

Skills and experience required:

- Ability to work in a team
- A willingness to undertake a criminal record check and a Working with Children check
- Well-developed interpersonal and communication skills

Training requirements:

- Attend TFC info and orientation training
- Attend training and development relevant to the position as approved by Volunteer Coordinator and/or Program Coordinator