



Vacancy Notice

Volunteer Coordinator

City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join the People and Culture team.

About the position:

- Permanent part-time.
- Flexible working arrangements available.
- Competitive remuneration.

Volunteers are an integral part of the City of Mount Gambier team. They play an active role in helping support our work and delivery of services and programs to the community.

The Volunteer Coordinator collaborates with cross-organisational stakeholders to ensure the effective and efficient operation of the City of Mount Gambier Volunteer Program. From promoting the rewards and benefits of volunteering to supporting and celebrating our valued volunteers, the Volunteer Coordinator ensures our sites and services are equipped with the volunteers needed to deliver high-quality programs and services to the Mount Gambier community.

This position is classified between Level 3 and Level 4 (currently \$40,96 to \$48.29 per hour) of the City of Mount Gambier Administration Staff Agreement No.12 2022.

Remuneration will be based on the successful candidate skills, qualifications and experience.

About you:

- Demonstrated experience in the development, implementation and management of programs and/or projects ideally within the volunteer sector.
- Demonstrated ability to plan, set priorities and manage workload efficiently.
- Ability to communicate effectively with Volunteers, employees, and other stakeholders.
- Ability to write effectively to deliver reports, policies and procedures that are easily understood.
- Demonstrated initiative with an aptitude for quality improvement and developing new process in a dynamic, evolving work environment.
- Demonstrated high levels of professional integrity and strong commitment to discretion and confidentiality in dealing with sensitive information.

What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. Mount Gambier is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. The City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

The successful candidate will enjoy:

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance,
- Income protection insurance.
- Employee Assistance Program and Wellbeing Support
- Excellent Enterprise Agreement benefits with above award rates

Pre-employment requirements:

The position is subject to satisfactorily meeting the following employment requirements;

- National Police Check,
- Working with Children Check (WWCC),
- Pre-employment medical examination.

The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.

For a confidential conversation please call:

People and Culture Coordinator

08 8721 2534

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

www.mountgambier.sa.gov.au/council/careers/vacancies

How to apply:

Applicants must specifically address each of the key competencies and selection criteria, which is available within the position description and submit with a resume including contact details for at least three referees.

Applications close: **Friday 22 November 2024 at 5:00pm.**

Applications must be submitted via email to:

Human Resources Team

city@mountgambier.sa.gov.au