



No More Butts is a registered business name of No Butts About it (International) Ltd

<b>Opportunity title</b>
Volunteer Coordinator
<b>Summary</b>
Are you passionate about the environment? Do you love leading people towards a shared vision? Are you well organised? Do you want to have an impact on the culture of a growing organisation?
If you have said yes to all of the above, we think there may be a spot for you on our team. No More Butts is looking for a legend to be our Volunteer Coordinator.
<b>Detailed description</b>
<p><b>Key duties</b></p> <p>You will help find other incredible volunteers as needed and bring them them into the organisation. You will be responsible for:</p> <ul style="list-style-type: none"> <li>- Preparing Job Descriptions for new volunteer positions</li> <li>- Recruiting new volunteers via relevant platforms</li> <li>- Preparing codes of conduct and operating procedures to uphold the organisation's values</li> <li>- On-boarding of new volunteers</li> <li>- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database</li> <li>- Using marketing tools such as events and forums, e-mails, and volunteer databases</li> <li>- Keeping new and existing volunteers informed about the organisation and volunteer opportunities</li> <li>- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper support and relevant knowledge</li> <li>- Keeping schedules and records of volunteers' work</li> <li>- Ensuring the organisation's purpose is conveyed to the public</li> </ul> <p><b>Skills and experience</b></p> <p>Whilst the focus is on creating captivating content across multiple social platforms, any of the following skills would be highly regarded:</p> <ul style="list-style-type: none"> <li>- Experience in volunteering and recruitment.</li> <li>- Working knowledge of databases</li> <li>- Excellent communication and interpersonal skills</li> <li>- Excellent organisation and team building skills</li> <li>- Writing skills, including the use of correct grammar and expression</li> <li>- Interpersonal and communications skills with the ability to engage with colleagues both internally and externally, and with people from diverse backgrounds</li> <li>- An ability to work autonomously, but as an effective team member to achieve the organisations goals</li> </ul> <p><b>About No More Butts</b></p> <p>No More Butts is taking action on the single biggest contributor to litter in Australia and around the world - cigarette butts. Made from cellulose acetate, cigarette butts are not biodegradable and leach harsh chemicals into the natural environment. It has been reported to take 15 years for a cigarette butt to break down in seawater, causing damage to marine life and has the ability to enter the food chain as a microplastic. Cigarettes are also considered to be a major contributor towards fires.</p> <p>Based in Queensland, Australia, No More Butts is the brand and a registered business name of No Butts About It (International) Ltd, a registered charity with the Australian Charities and Not-for Profits Commission. It holds a Deductible Gift Recipient status, having been entered onto the Register of Environmental Organisations in 2020.</p> <p>Our vision is a Butt Free Environment. We have a serious cause, BUTT, we do like to be a bit cheeky.</p>



**Volunteering**

As a volunteer with No More Butts, you will be contributing your valuable time to an incredible cause. By volunteering with us, you will help build awareness and create solutions to protect our natural environment by assisting in the reduction of cigarette butt litter.

**Your application**

If your background and passion suit our purpose and culture, we'd love you to apply. We will review and reply to all applicants, whether successful or not. Successful applicants would require a video interview, where you will be asked some questions and asked to showcase your previous experience relating to your application, such as social pages, press releases, grant submissions, database management.

**Training provided**

Whilst no formal training is planned, you will be volunteering with other people who have a variety of experience who would be willing to provide mentoring to the successful applicant.

**Reimbursement provided**

Expenses relating directly to your volunteer position that are pre-approved by the Board will be reimbursed.

**Time required**

As an ongoing commitment, we'd prefer a minimum of 8 hours a week, at your own schedule.

It is likely that additional hours would be required initially as we finalise the set-up of operations and responsibilities.

As a volunteer, we understand that you may have other commitments and we are open for flexible arrangements. If you have more time to give, we will gladly take it.

Preference will be given to those that think they can commit to 6 months minimum.