



## Part time Session Supervisor

15 hours per week (Tuesday – Thursday 9am-2.30pm)

### Job description

The session coordinator is responsible for ensuring the smooth running of all aspects of volunteer sessions. Along with the Operations Manager, they will ensure that the volunteers receive a consistent, professional and enjoyable experience at Tassie Mums while balancing the needs of the organisation. You will work closely with the Operations manager and CEO to support the diverse range of 70 registered volunteers at Tassie Mums

### Key responsibilities are to:

1. Work alongside the Operations Manager with appropriate duties to oversee the day to day running of our volunteer sessions and programmes
2. Support and induct new volunteers in accordance with volunteer policy.
3. Coordinate and execute incoming requests and ensure that volunteers receive direction and are tasked with appropriate duties while supporting the operational need in a busy work environment.
4. Ensure incoming donations are managed effectively and ensure visitors are responded to and greeted appropriately
5. Adhere to and support volunteers to adhere to policies and procedures
6. Coordinate enquiries and build positive relationships with donors, volunteers and caseworkers to provide support, expertise, and ensure that goals are met.
7. Capture social media content as required.
8. Maintain a safe and clean working environment

### You will have:

- An interest in supporting the wellbeing of disadvantaged children and families.
- Demonstrated ability to work collaboratively, build rapport and motivate others, work under pressure and effectively supervise volunteers.
- High level of attention to detail and the ability to multi-task and prioritise deadlines.
- Previous experience managing volunteers is desirable but not essential.
- Excellent interpersonal communication skills including in person, written and verbal.
- Be a team player
- A current driver's license is essential.
- Ability to learn ICT systems, in particular salesforce.

**Post:** PO box 2038 Lower Sandy Bay 7005    **Web:** [www.tassiemums.org](http://www.tassiemums.org)

**Web:** [tassiemums.org](http://tassiemums.org)    **Facebook:** [tassiemumscharity](https://www.facebook.com/tassiemumscharity)    **Instagram:** [Tassie\\_mums](https://www.instagram.com/Tassie_mums)

Tassie Mums is endorsed by the ATO as a DGR item 1 entity ABN 13 847 167 565

