



Position	Volunteer and Community Engagement Coordinator
Reports to	Managing Director; InsideOUT Board
Location	Wellington, New Zealand
Date	June 2021

Job Objectives

As InsideOUT's Volunteer and Community Engagement Coordinator you will oversee the management of volunteers and support opportunities for community engagement. You will support rainbow young people in Wellington to make meaningful contributions to our work and achieve their personal goals for volunteering. You will work with the Managing Director, staff and volunteers.

InsideOUT's Vision and Mission

Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

Essential Job Results

Community engagement

- Facilitating engagement between rainbow young people connected to InsideOUT and those conducting community engagement and consultations e.g. researchers, community organisations, government agencies
- Take part in the Youth Work Wellington Network on behalf of InsideOUT
- Represent InsideOUT and our views as required at external events or consultations
- Take a role in facilitating InsideOUT workshops or speaking engagements as required
- Develop relationships with relevant organisations
- Supporting InsideOUT's commitment to Te Tiriti o Waitangi

Volunteer Coordination and Development

- Manage enquiries, recruitment, induction and coordination of volunteers nationally
- Support regional Schools Coordinators to engage with local volunteers
- Maintain a volunteer database and documentation
- Support volunteers in goal setting and skill development
- Coordinate and facilitate volunteer meetings and events as required
- Manage communications with volunteers and assign tasks as appropriate
- Ensure volunteers are acknowledged and celebrated for their contributions
- Coordinate and deliver training and development opportunities for volunteers
- Mentor volunteers to develop confidence and ability to deliver education sessions
- Evaluate the volunteer programme and report on volunteer experiences

Reporting

- Prepare regular progress reports as agreed with the Managing Director

POSITION DESCRIPTION: Volunteer and Community Engagement Coordinator

Availability

- Hours for this role can be flexible and would take place primarily within the typical working week, but it would be expected that the coordinator would have some weekend and evening availability from time to time.
- It is expected that any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within two working days.
- An exception to the above may occur immediately prior to key events, where additional communication will be required. This will be discussed by the Volunteer and Community Engagement Coordinator and relevant parties on a case by case basis.