

Volunteer Vacancies

Administration Support - Education Team

Role Responsibilities

You will play a valuable part of the hospice's Education Team assisting in the preparation and running of courses and events. Your tasks will include:

- Course and event pack preparation
- Other administration tasks such as data input and filing
- Assisting and hospitality during the courses and events.

We currently have two vacancies.

Person Requirements

- Excellent communication skills
- Ability to be a self-starter yet also work well in a team
- Be reliable and enjoy interacting with people
- Have good computer literacy
- Familiarity and knowledge with tikanga and/or te reo would be an added bonus but not essential
- Health and safety conscious.

Commitment

Approximately 2 hours per week, negotiable (Monday to Friday).

Location

Mary Potter Hospice, 48 Mein Street, Newtown.

Interested?

If you would like to be part of our team here at Mary Potter Hospice we would love to hear from you. You can learn more information about Mary Potter Hospice and find our application and police vetting form on our website www.marypotter.org.nz

Applications close Monday 2nd October 2017