

JOB DESCRIPTION

Volunteer Administrator Support - Volunteer Services

Reporting to:	Volunteer Coordinator
Hours:	Approximately 3 - 6 hours per week negotiable (Monday to Friday)
Location:	Mary Potter Hospice, 1a Prosser Street Porirua or 36 Warrimoo Street, Paraparumu
Date Prepared:	March 2018

POSITION PURPOSE

To provide general administration support to the volunteer services team

RESPONSIBILITIES

Administration

- General office administration e.g. word processing and laminating
- Inputting data into our volunteer database
- Creating and maintaining spreadsheets and word documents
- Rostering (using an existing Excel spreadsheet)

Health and Safety

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing
- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

FUNCTIONAL RELATIONSHIPS

Internal

- Volunteer Coordinator
- Manager Volunteer Strategy and Services
- Other managers and staff who coordinate and lead volunteers
- Volunteers

PERSON SPECIFICATION

The following requirements are sought for this position:

- Competent in Microsoft office suite and excel
- Demonstrates a detailed and diligent approach
- Excellent organisational skills
- Excellent interpersonal and communication skills
- Works well within a team and able to use initiative
- High level of integrity
- Health and safety conscious

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name: _____

Signed: _____ Date: _____

Supervisor: _____

Signed: _____ Date: _____

About Mary Potter Hospice

For nearly 40 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2017/18 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to exceed \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

As at January 2018