



Position Description

Volunteer Recruitment Officer

Employer Chenrezig Institute	Department Centre Director	Title Volunteer Recruitment Officer
Employment Status Volunteer	Location Onsite and WFH	Hours (pw) 15
Manager Director	Supervisor Director	Position Approved CI Inc Board
Mandatory Qualifications/Skills Human Resource experience preferred and/or experience in developing a workforce. Excellent management skills. Suitable computer skills to respond to emails. Reliable home internet connection and computer to remotely access emails. Excellent communication, both verbal and written. Able to work in a team.	Preferred Qualifications/Skills Motivated to offer service to benefit both Chenrezig Institute and Lama Zopa Rinpoche. Knowledge of workplace, health and safety requirements. Knowledge of Google Workspace desired.	Desirable Familiarity with Chenrezig Institute and its Spiritual Program.

Summary Description

Responding to human resource needs to support the recruitment of volunteers, maintain records of resident and Helping Hands agreements and develop position descriptions. Respond to on-line applications and initiate the process for volunteers to be safely inducted into the Chenrezig Institute community. Working closely with the management team to engage suitable volunteers for all areas of the centre including the live-in Helping Hands program.



Primary Responsibilities

1. Respond to email applications in a timely manner to facilitate interviews, either by phone or in-person, and complete the induction process. Please see Annexure 1.
2. Collate a database of volunteers with active, upcoming, and potential volunteers.
3. Identify potential volunteers within the community with skills and qualities relevant to the needs of the centre.
4. Assist with recruitment for special events as required.
5. Advocating a safe workplace for staff, visitors and guests by explaining WHS standards and identifying training requirements.
6. Ensuring that the recruitment and induction of volunteers is reflective of FPMT principles.
7. Liaise with the Director and Helping Hands Volunteer Coordinator (Cafe Manager) to arrange room allocation and changes as per centre needs and demographics of the current Helping Hand volunteers
8. Liaise with the Ethics and Culture Liaison person regarding any concerns relating to the live-in HH volunteers.

Secondary Responsibilities

1. Keep up to date with Chenrezig Institute events and courses and be supportive of the needs for volunteers in each area by regularly communicating with department leaders.
2. Assist in maintaining records of qualifications and certificates relevant to job description and role. (ie: blue card, police check, food safety, food supervisor, fire warden training, working at heights, use of chain saw licences, drivers licence)
3. Maintain records of Centrelink documents and arrangements (Mutual Obligation Agreement)
4. Assist in maintaining an incident logbook in the office, including Record of Concerns (ROC).
5. Provide feedback to the Board and Director with development of position descriptions.
6. Maintain and regularly update relevant position descriptions on Volunteers Sunshine Coast organisation website.
7. Update relevant volunteer websites with current information relating to the volunteer roles. (eg: Help Stay, Help X)
8. Distribute the volunteer 'flyer' to community notice boards and other FPMT Centres.
9. Maintain records of Residential and Volunteer Agreements. Please see Annexure 2.
10. Complete tasks delegated by the Director to manage safe recruitment and work practices for all staff (salaried and volunteers).



CHENREZIG INSTITUTE

A Centre for Buddhist Study, Meditation & Retreat

Key Performance Indicators (KPI)

1. Attend weekly meetings with the Helping Hand co-ordinator.
2. Provide a report 3/12 to the Director and as necessary.
3. Aim to attend department meetings 1-2 times per year and as necessary.
4. Forward planning is undertaken for the live-in workforce.
5. Sunshine Coast Volunteers website is regularly updated with available centre positions.

Equipment

1. Use of computer on-site

Policies & Procedures

- Working in accordance with all Chenrezig Institute HR Policies & Procedures
- Commit to the FPMT Ethical Policy and Protecting from Abuse Policy

Annexure 1. Volunteer Application Process

Annexure 2. Residential and Volunteer Agreements Process