

Hahndorf Academy Foundation Inc.
VOLUNTEER COORDINATOR



Hahndorf Academy is a hub of creativity, heritage and contemporary culture

Join our vibrant team!

Hahndorf Academy is seeking a Volunteer Coordinator to steward and sustain our vibrant Volunteer Program. As a not-for-profit organisation our friendly and supportive volunteers are integral to the success of our organisation and to our connection with the artistic and Hahndorf communities. This position will coordinate and recruit volunteers, empowering volunteers to work within their skillsets in our art galleries, retail shop, museum and on the grounds of the building and garden.

The Volunteer Coordinator role is a volunteer position, suitable for someone seeking to gain or build upon their experience within the arts and tourism sector; or an experienced professional who is looking to give back to the community.

This is a responsible role that will greatly contribute to the culture of the organisation and the customer experience. Our volunteers are integral to all that we achieve at Hahndorf Academy and this role will steward and support our existing team of volunteers, while also developing new social and professional opportunities for the volunteers and building on our existing team of volunteers through recruitment.

Organisation and 'people' skills are essential for this role. Volunteer Coordinator role is a volunteer position and is estimated at the equivalent of one day a week. We allow flexibility within this, noting that the Volunteer Coordinator may work at the Hahndorf Academy office as well as at home depending on the task at hand. Volunteer Coordination at our exhibition openings will be necessary.

If you think you would thrive in this position, please email your covering letter, resume and your application addressing the job specification through to Director Rachel McElwee rachel@hahndorfacademy.org.au – closing date is by **Monday August 31, 5pm.**

If you have any queries please email us with your query to rachel@hahndorfacademy.org.au

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Job Description



The Volunteer Coordinator is responsible for the coordination and recruitment of the Hahndorf Academy Volunteer Program across the art galleries, retail shop, museum and on the grounds of the building and garden. Positive and inclusive culture is very important to the Hahndorf Academy and the Volunteer Coordinator will continue to provide a socially and professionally rewarding environment to the volunteers.

This role requires a person with excellent people skills and efficient administration skills and experience. This includes working closely with volunteers, the Director, the Retail Manager and Project Officer, Museum team and the ability to work in a busy team environment.

Volunteer Coordinator Duties

Administration: Maintain an efficient database of volunteers, duties and up to date working roster – using email, the Microsoft suit and communicating via phone.

Volunteer support: Coordinate a team of volunteers who assist the Retail Manager in the shop, galleries and museum. Support the volunteers to feel empowered and vital in their roles within the organisation.

Recruitment and training:

Refine and build upon the existing volunteer program, including recruiting volunteers and providing training in conjunction with the Retail Manager.

Team communication: Supporting the team and communicate clearly and effectively to run a successful organisation.