

POSITION DESCRIPTION

Position Title: JCU Community Garden Volunteer Coordinator

Provider	JCU Community Garden Working Group
Campus Location	Cairns
Position Type	This is a voluntary position.

Position Overview

The Volunteer Coordinator is responsible for coordinating and managing community garden members and volunteers, and recruiting new volunteers to the garden. This position will be the main point of contact for all garden volunteers.

This will be a varied role that will include:

- Supporting and encouraging new and existing volunteers to get actively involved in the garden
- Providing volunteer site inductions
- Developing and managing a volunteer roster and a database of volunteers
- Delegating projects, activities and tasks
- Working closely with the Social Media and Communication Coordinator and the Events and Community Engagement Coordinator to coordinate activities at the garden for volunteers to get involved in.

The Volunteer Coordinator will become a member of the JCU Community Garden Working Group. The Working Group is the primary governance body for the Community Garden; it meets monthly.

The primary role of this position is volunteer coordination and recruitment.

Secondary roles of the position include:

- Community engagement

Preferred Skills and Experience

1. Experience in volunteering
2. Ability to manage and recruit volunteers
3. Excellent Interpersonal skills
4. People management
5. Ability to motivate people
6. Leadership

JCU Community Garden Governance Structure

Notes:

- GM= Garden Member
- All but the Community Garden Coordinator roles are voluntary. The role specific coordinator roles included in this diagram are examples only - we may want more or less of these as the garden evolves.
- The Community Garden Working Group is the primary governance body for the Community Garden. The Working Group meets monthly. The arrows indicate reporting lines for internal JCU governance and management purposes.

