

Team Leader Volunteer Job Description

Reports to CEO

Team Leaders report back to CEO and Secretary

Responsibilities

- As team leader, to be seen to be active in the Peninsula catchment area.
- Ensures training of volunteers occurs regularly – ask for resources when needed to keep good people – communicate, social gatherings, functions.

Membership – be contact point for new members and volunteers.

- Maintain membership fees records with help from assistant to Team Leader
- Ensure Volunteers understand their commitment to BDI, and be part of new interview process (“Assessment”)
- Help all participants with dignity (most VIP aspect of BDI)
- Have a basic understanding of computers and e-mail
- Have a reliable motorcar and Telephone

Getting BDI noticed

- Advise public speaking opportunities to CEO.
- Seek program publicity in local news
- Advise CEO of funding opportunities

Planning

- Promote volunteer vision and develop their empathy to program.
- Liaise with workshop technical volunteers for equipment supply needs
- Provide input to assist and maintain the Community plans

Specific tasks

- Prepare and send out new application papers to new people
- Issue invoices to funding organisations that fund clients
- Receive phone calls for membership
- Update admin list to secure online cloud account and provide electronic copy to Secretary
- Follow-up clients in arrears.
- Receive and act on emails from all volunteering sites
- Arrange annual volunteer function to National Volunteer week
- Funding applications
- Prepare & update reports online and in paper – annual, Story and business plan
- Provide information so the technical volunteers can keep the Chaos data base up to date.
- Maintain contact with clients; Buddy with new volunteers as needed
- Fix brochures, forward out as required.
- Purchasing as needed i.e. Office works

Helping to keep people (for all committee)

People join community groups to meet people, to have fun, to learn new skills, to pursue an interest, and to link their lives to some higher purpose. They leave if they don't find what they are looking for. Community groups need to ask themselves more often: What benefits do we provide? At what cost to members? How can we increase the benefits and decrease the costs? Here are some ideas on where to begin.

Stay in touch with one another.

Regular contact is vital. Face to face is best. If you have to meet, getting together in someone's house is better than meeting in a hall.

Welcome newcomers.

Introduce them to members of your group. Consider appointing greeters for large meetings and events. Call new contacts to invite them to events, or to pass on information.

Help people find a place in the organisation. The most appealing approach is to say, "Tell us the things you like to do and do well and we will find a way to use those talents." The next most appealing is to say: "Here are the jobs we have, but how you get them done is up to you."

Invite newcomers to assume leadership roles. If the same people run everything, newcomers feel excluded.

Pay attention to group process

Most volunteer groups do not **give adequate attention to how they work together.**

Decision-making methods are not determined explicitly nor are roles, or healthy behaviours. Some groups make process a topic of discussion by appointing a process watcher.

Discuss the group contract

Set aside occasions when members describe what they expect of the group and what the group can expect of them in terms of time and responsibilities.

This information should become part of your membership lists.

Act more, meet less

The great majority of people detest meetings; too many are the Black Death of community groups. By comparison, activities like tree-planting draw large numbers of people of all ages.

Keep time demands modest

Most people lead busy lives. Don't ask them to come to meetings if they don't need to be there. Keep expanding the number of active members to ensure everyone does a little, and no one does too much. Work out realistic time commitments for projects.

Do it in twos

Following a practice from Holland, we suggest **working in pairs.** It **improves the quality of communication, makes work less lonely, and ensures tasks get done.** Ethnically mixed pairs (such as English and Chinese) can maintain links to different cultures. Gender mixed pairs can take advantage of differences in ways of relating to men and women.

Provide social time and activities

Endless work drives people away. Schedule social time at the beginning and end of meetings. Turn routine tasks into social events; for example, stuff envelopes while sharing pizza. Some groups form a social committee to plan parties, dinners, and trips.

Provide skills training

- 1 Provide skill-building workshops and on-the-job training. Simply pairing experienced and inexperienced people will improve the skills of new members.
- 2 Training in leadership, group facilitating and conflict resolution are important enough to warrant special weekend workshops.

Essential Skills

- 1 Enthusiastic and well organised.
- 2 Great communication skills
- 3 Computer skills.
- 4 Hold a "Working with Children" Check with Beyond Disability Inc listed on it.

If at any stage the Team Leader Volunteer becomes aware of a personal conflict of interest, real or perceived between themselves and the BDI, they should immediately notify the BDI CEO of the conflict who will immediately inform all other committee members.

Name: _____ Date: _____

Signature: _____

Name of CEO: _____

CEO Signature: _____