

Position Title: Volunteer Coordinator

Organisation: Nature Glenelg Trust

Location: Mount Gambier



About Nature Glenelg Trust

Nature Glenelg Trust is an environmental not-for-profit organisation that works on a wide range of biodiversity related projects in the south-east of South Australia and south-west Victoria to benefit our environment and local communities. NGT is a mission-driven organisation that believes in positive action, and working with the community and our partners to achieve real results on the ground. Nature Glenelg Trust's goal is to protect and enhance the natural environment in our focal region, with a particular emphasis on wetland conservation and restoration activities.

Position overview

The Volunteer Coordinator has an important role in overseeing our small but growing volunteer program. The position has responsibility for all aspects of volunteer management, collaborating with NGT staff to ensure volunteer engagement is effective and consistent, and organising volunteer events and activities.

Please note that this is an unpaid position.

Position duties

- Coordinate the volunteer management system
- Engage with volunteers and let them know of upcoming events and activities
- Develop, organise and promote volunteer opportunities, activities and events
- Recruit new volunteers and increase involvement of existing volunteers
- Prepare communications and promotion materials, including flyers, posters and newsletter articles
- Engage with external stakeholders, including the Limestone Coast Volunteer Network, schools and environmental organisations
- Assist with other tasks as required, particularly field work

Benefits

- Create a network of professionals and volunteers involved in the environmental sector
- The chance to get outdoors and do hands-on work in beautiful places
- Gain transferable skills beneficial to any workplace
- Flexible working conditions

Requirements

We are looking for someone who can make the position their own and use initiative to identify priorities and opportunities. You should be able to work independently and in a team, and have strong communication and problem solving skills. Experience and interest in conservation and natural resource management is desirable but not essential.

Time commitment

At least 3 hours per week, which can be spread over multiple days if desired

Contact

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