



POSITION DESCRIPTION: VOLUNTEER COORDINATOR

About Yogahood Australia

Yogahood Australia is a non-profit yoga service organisation bringing the physical, mental, and emotional benefits of yoga to at-risk and underserved communities in Australia.

Our Vision

Yogahood Australia's vision is to see more people experience the peace, hope, and empowerment that comes from the practice of yoga.

Our Mission

As a non-profit set up to serve the wider community, our mission is to provide free yoga classes to at-risk and underserved individuals in Melbourne, Victoria and right across Australia in the future.

Our Values

Sustainable Service, Adaptability, Courage, Commitment, Respect, Community, Openness, Integrity

Position Title: Volunteer Coordinator

Reports to: General Manager

Direct reports: None, but works very closely with Program Coordinator

Location: This is a remote role with occasional face to face meetings/events required in Melbourne (various locations). The team uses G Suite, phone and other digital platforms to undertake their roles.

Term: 3-5 hours per week for a minimum of 12 months

Salary: This is a volunteer role

Purpose of the role: Yogahood Australia is run by the time, effort and energy of volunteers. Volunteers are the backbone of Yogahood Australia and are essential to help the organisation achieve its mission, vision and goals. The Volunteer Coordinator has an essential role within the organisation and is a vital member of the team. The Volunteer Coordinator is the key contact between Yogahood Australia and its current and potential volunteers.

This is a volunteer role and will suit someone who is a self-starter, has a can-do attitude, and who is passionate about our mission. The candidate will also need to be highly professional and personable - a people-person - and sees opportunities where others see challenges.

The Volunteer Coordinator will work closely with our Program Coordinator to help organise volunteer teachers for our yoga outreach programs.

The Volunteer Coordinator may be required to attend events such as information sessions, team meetings, wellbeing sessions and other activities related to the role, both in person and online.



Core Duties and Responsibilities:

- Remain the key contact between Yogahood Australia and its volunteers;
- Liaise with Yogahood Australia's Program Coordinator to identify and place suitable yoga teachers to deliver 6-week outreach programs;
- Maintain the Yogahood Australia volunteer Google account (volunteer@yogahood.org.au) and respond to volunteer questions, emails, and enquiries;
- Stay in regular contact with existing volunteers to ensure their paperwork is up to date and volunteers are equipped with the information, support, and tools they need to complete their role and have a positive experience with Yogahood Australia;
- Perform reference checks as required;
- Provide Yogahood Australia's General Manager and Program Coordinator with regular volunteer updates for the purpose of planning and rolling out outreach trainings, and programs;
- Promote volunteer opportunities on social media/whatsapp as needed;
- Research, plan and organise wellbeing activities for Volunteer Wellness Sessions;
- Assist with the planning and execution of Yogahood's volunteer teacher training
- Maintain appropriate storage of documentation and update CRM when required;
- Promote Yogahood Australia's mission and vision more widely;
- Send evaluation forms to volunteers, then collect, analyse and report on data for continuous improvement;
- Other tasks as directed

Key Selection Criteria

Qualifications:

- Recognised tertiary qualifications in human resources or volunteer management, and/or study in relevant field
- Yoga teacher qualification (desired but not required)

Experience and Skills:

- Experience in a similar role or deep interest in the role
- Passion to engage, motivate and inspire volunteers
- Interest and passion for yoga
- Proficient collaborator skills; adept in identifying opportunities and taking action to build strategic relationships to help achieve organisation and program goals
- Exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse individuals and in a variety of contexts
- Outstanding organisational skills, including the ability to prioritise tasks effectively and work on multiple tasks simultaneously, often with limited supervision



Personal Attributes & Capabilities:

Ethical

- Has integrity and principles
- Upholds acceptable organisational culture and behaviour
- Exercises good judgement

Self-Disciplined

- Highly self-motivated with the capacity to work autonomously and remotely
- Set tasks and areas of responsibility
- Sound time management skills

Professional

- Prioritises work; delegates appropriately, demonstrating an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met
- Accountable for outcomes and delegates to achieve outcomes
- Professionally represents the organisation while upholding and building its reputation

Supportive

- Encourages others to attain goals and achieve outcomes
- Actively listens and inspires confidence

Flexible

- Adapts to changing circumstances
- Prioritises work and addresses what is most important

Collaborative

- Works with others to achieve common goals
- Engenders a spirit of teamwork
- Inspires trust

Organised

- Manages own time to achieve key outcomes
- Manages competing demands

Innovative

- Finds ways to work better and smarter
- Generates options and ideas
- Implements improvements, processes and options

Determined

- Researches options and sets a clear path
- Deals with obstacles and impediments
- Has clear goals

Analytical

- Reviews arguments and opinions before making judgment



- Presents clear and logical arguments
- Takes a systematic approach when building toward improvements

Resilient

- Recovers from setbacks
- Overcomes obstacles and impediments
- Learns from experience and identifies areas for self-development

Apply

Please send your CV / LinkedIn profile and a cover letter to Laretta Karreman at gm@yogahood.org.au