

Position Description

Lead Events Volunteer

Location:	North Geelong, Wadawurrung Country
Salary:	Nil (Voluntary position)
Employment type:	Volunteer
Reporting to:	Volunteer Coordinator
Date approved:	1 Aug 2024

[Geelong Sustainability](#) is a not-for-profit community association and registered charity. Our vision is for people and our planet to thrive within sustainable limits. We exist to support our community to act on climate change and be more sustainable in their everyday lives.

We proudly deliver campaigns, events, projects and services that create local solutions to global problems across Geelong and the Barwon South West region. Our initiatives support, educate and activate residents and businesses to take action on climate change.

Working with us

Working with Geelong Sustainability you'll be a key part of initiatives that support local climate action. You'll be making a difference by empowering our community to switch away from fossil fuels and working on local solutions that have a global impact.

We are looking for passionate, positive and proactive people to join our team who share our [Vision, Mission and Values](#). We genuinely care about our people and our employees have access to flexible working arrangements, professional development and career advancement opportunities.

Geelong Sustainability is committed to ensuring that our team is reflective of the diverse community of Geelong, and we value a culture of equity and inclusion. We encourage people of all abilities, culture, religion, sexuality and gender to apply to work with us.

The Position

We are seeking a Lead Events Volunteer to support the activities of Geelong Sustainability at markets and community events. The role will focus on the delivery of the following key outcomes:

- Volunteer coordination
- Event Planning
- Administrative Support

Volunteer Coordination

- Brief volunteers about Geelong Sustainability initiatives including projects, events, campaigns, vision, values and key messages.
- Supervise volunteers for events.
- Assign roles and responsibilities to volunteers while considering their skills and interests.
- Provide guidance and support to volunteers throughout events.
- Display Geelong Sustainability's values during community interactions and while representing the organisation.

- Resolve any conflicts or issues that may arise among volunteers and the community professionally and promptly - training and support will be provided.

Event Planning

- Assist in planning logistics for markets and community events, including setup and takedown.
- Coordinate with event organisers and venue staff as needed.
- Assist with finding and organising new events and markets.
- Ensure compliance with event guidelines and safety protocols.
- Engage with the community, answer questions about Geelong Sustainability, and distribute informational materials.
- Collect feedback from the community and volunteer to improve future events.

Administrative Support

- Assist in maintaining records of volunteer hours, event attendance/engagement, and feedback.
- Report to the Volunteer Coordinator or Events Manager on event outcomes and volunteer performance.
- Complete post-event evaluations and debrief sessions to identify areas for improvement.

Key Selection Criteria

- Preferred previous experience in event coordination, volunteer management, or leadership roles.
- Excellent communication skills (written, digital, and verbal) for engaging with a variety of audiences.
- Problem-solving abilities and the capacity to handle unexpected situations calmly.
- Excellent interpersonal skills including the ability to develop relationships and work collaboratively.
- Ability to effectively plan, monitor, and execute markets and events.
- Passion and interest for sustainability and climate action.
- Willingness to work and attend meetings outside of normal office hours.
- A current Victorian driver's licence and the use of a car.

Other Information

How To Apply

- Applications should provide a resume highlighting their key skills and experience in consideration of the Key Selection Criteria.
- Email applications to Geelong Sustainability CEO, Dan Cowdell at: info@geelong sustainability.org.au
- To talk further about the position, please call 1300 133 702.

Time Commitment:

- Approximately 2 hours per fortnight.
- Minimum attendance of one market/community event per month.

Benefits:

- Gain valuable leadership experience in the non-profit sector.

- Contribute to meaningful community outreach and environmental initiatives.
- Work with a dedicated team of like-minded individuals passionate about sustainability and with one of the leading sustainability organisations in Geelong.

Employment Terms

- Voluntary Position
- Appointment is subject to a satisfactory Reference and Police Checks.
- The successful candidate is subject to undertake all work in accordance with the Geelong Sustainability Code of Conduct.