

**Volunteers Coordinator
Part Time \$43, 531 pro rata**

YMCA Victoria has an exciting opportunity for an organised, enthusiastic and experienced Volunteers Coordinator to join the YMCA Youth Services team.

The Volunteers Coordinator, operating in a multi-skilled environment, will be responsible for performing functions in relation to the management of YMCA volunteers. This includes recruitment, induction, database maintenance, identification of training needs, coordination of training programs and communications.

Along with excellent written and verbal communication skills, the suitable candidate will have strong administration and time management expertise. Experience in recruitment, management and an understanding on the value of volunteers to our services is desired, as is computer literacy including database maintenance and newsletter production.

Visit www.victoria.ymca.org.au/careers for further information.

Applications close **6th August 2010** and should be submitted to:

Ann Nicholson

ann.nicholson@ymca.org.au

**The YMCA is an equal opportunity employer
that welcomes diversity.**



YMCA

We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**