

Volunteer Position Description

2 Dixon St, Clayton 3168
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Position Title

Reception and Administration Worker

Position reports to:

Centre Coordinator

Day of the week

Various Monday Tuesday Wednesday Thursday Friday

Hours per week

5

Duration of Contract

Six months (or two terms) One year

Please note that we require a minimum commitment of six months. We are unable to provide any references if this condition has not been met. Thank you for your understanding.

Organisational Context

Dixon House is a neighbourhood centre that has serviced the Clayton and surrounding areas for over 25 years. Dixon House offers a range of educational, recreational, social, and welfare based programs to support the local community. Run by a handful of part-time staff and an army of faithful volunteers, Dixon House is a bustling hub of activity accessed by hundreds of participants every year.

Position Objective

The Reception and Administration role is essential for the smooth running of Dixon House. It is the central point of contact for external enquiries to Dixon House. The role also provides administrative support to Dixon House staff, volunteers, and programs.

Section One

Key Responsibilities

Answer enquiries in person, via telephone or email

Enrol new students and participants

Organise appointments for staff and volunteers

General administrative tasks

Other duties as relevant to the Position Objective

Section Two

Selection Criteria

Good communication skills

Experience or interest in the community sector

Fluent in spoken and written English

Good computer skills - Windows 10, Word, Excel, Outlook essential, Publisher and Powerpoint would be beneficial

Good literacy skills with the ability to handle finances

Postive and friendly attitude

Ability to follow instructions and also work autonomously

Ability to be discreet and maintain confidetiality as required

Ability to exercise initiative to effectively problem solve issues

Section Three

Benefits

Impact the lives of others

Build real connections in the community

Build your confidence

Learn new skills

Get valuable work experience

Be trained by an experienced manager in a multi-faceted role

How to Apply

If this position interests you, please go to dixonhouse.org.au/volunteer.html and fill in an application form.

For enquiries please call us or email:

coordinator@dixonhouse.org.au