

Volunteer Position Description

2 Dixon St, Clayton 3168
T (03) 9543 8911
E info@dixonhouse.org.au
W www.dixonhouse.org.au



Position Title
Reception and Administration Volunteer

Position reports to:
Manager - Dixon House and Anglicare Emergency Relief

Day of the week
Wednesday

Hours per week
5.5

Volunteering Term
More than 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.

Program / Area Vacancy
Reception

Position Objective

To serve as the customer-facing representative of Dixon House and Anglicare at our neighbourhood centre, liaising with people face-to-face, on the telephone, and via email. To undertake administrative duties of Dixon House and Anglicare Emergency Relief.

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

Experience or interest in the community sector

Fluent in spoken and written English

Good communication skills

Good computer skills

Good literacy skills with the ability to handle finances

Positive and friendly attitude

Ability to follow instructions and also work autonomously

Ability to be discreet and maintain confidentiality as required

Section Three

Benefits

Contribute to the wellbeing of the community

Learn new skills

Build social connections

Build your confidence

Gain a sense of purpose

Feel a sense of achievement

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