

Volunteers Coordinator

Location: Home based via website, email and occasional telephone calls.

Hours: 1hr to 5hrs a week depending on the NDA volunteering needs.

Salary: Volunteer position

We are seeking an enthusiastic and self-motivated Volunteers Coordinator who will manage all elements of volunteering within the NDA. The role involves liaising with the founders of the NDA to assess the organisation's needs and then meeting those needs through the recruitment, placement and retention of volunteers.

They will work closely with all departments within the NDA.

The NDA is a small organisation therefore we only need someone to dedicate a few hours a week as we never have more than 20 volunteers working within the NDA.

Skills

Essential

Excellent organisation skills

Excellent written and communication skills

Good Computer Skills

Desirable

Knowledge in Natural Hazards and Disasters

Volunteered previously in a similar role

Please email a CV with a covering note to info@n-d-a.org

We happily take on students with little to no work experience.

Closing Date: 18th December 2013