



glcs
GAY AND LESBIAN COMMUNITY SERVICES

VOLUNTEER JOB DESCRIPTION

ADMINISTRATION & IT SUPPORT

ABOUT ADMINISTRATION & IT SUPPORT @ GLCS

GLCS is a small, community-based organisation that relies on volunteers to operate not only our frontline services, but also to provide behind the scenes administrative support. Administration tasks are numerous and varied and, where possible, are tailored to the skills, experience and interests of each volunteer. We do not expect volunteers to be experienced in all aspects of administration, although prior experience is advantageous. Volunteers who wish to undertake IT support are required to have prior experience and must be able to work independently.

It is not a requirement that volunteers in administration and IT support identify as gay or lesbian. However, sensitivity to people with diverse gender and sexuality, and a working knowledge of the issues they face, is necessary as volunteers may have incidental interaction with clients.

VOLUNTEER POSITIONS

- Admin Support
- IT Support

TRAINING

- Initial interview and induction
- Brief training and orientation session with Office Administrator
- Day-to-day direction and supervision by Office Administrator

VOLUNTEER PROFILE

Our ideal volunteer can complete some of the following tasks independently:

- Update the GLCS website
- Update membership details and email lists
- Filing/archiving material
- Photocopying
- Collating training manuals
- Recording agency output statistics
- Updating GLCS referral database

A TYPICAL AFTERNOON...

- Collate training manuals
- Record number and type of admin calls for the last month
- Respond to, or re-direct, inquiries made to the admin line
- Support for Board Members

TIME COMMITMENT

- Varied and flexible!
- Regular shifts in the office, during office hours
- IT - intermittent when required

SKILLS YOU WILL ACQUIRE

- Work as an integral part of a small community-based organisation
- Learn about the WA community sector
- Develop a knowledge of the GLBTIQ community in WA
- Meet new people and build networks within the GLBTIQ community

GLCS often has a number of discrete tasks for which we need behind the scenes support. These can range from the mundane (filing) to the interesting and crucial (funding applications). We are always happy to be contacted by people with specific skills and experience that might suit individual one-off tasks!