

# Manly Warringah Pittwater Community Transport

## Position Description

**Title:** Volunteer Office Assistant

### Purpose of position

The aims of the position are to assist with clerical and general office administration duties as requested i.e. mail outs, making telephone call, filing and any small project directed by Fleet & Volunteer Coordinator, Transport Coordinator and/or Manager.

### Duties

- Assist with clerical and general office administration duties i.e. mail outs, making telephone call, filing and any small project directed by Coordinators and Manager.
- Attend Volunteer Orientation
- Attend quarterly Volunteer meeting
- Attend Volunteer Training sessions held throughout the year

### Accountability

- Adhere to Manly Warringah Pittwater Community Transport's policy and procedures
- Take reasonable care of the health and safety of themselves and others
- Co-operate with Manly Warringah Pittwater Community Transport in their efforts to comply with OH&S requirements.
- Uphold Privacy and Confidentiality

### Benefits:

- Working for the community and helping the elderly
- Working alongside staff of Manly Warringah Pittwater Community Transport
- Joining in social function organised by Manly Warringah Pittwater Community Transport

This position description may be reviewed and/or amended in consultation with the management committee