

Volunteer Job Description

Job Title	Database Worker
Relationships	<p>Database volunteers work independently in the ANTaR office with support from the ANTaR management committee to keep weekly office tasks up-to-date.</p> <p>Training and induction are provided and one-on-one supervision is available if needed.</p>
Activities and Tasks	<ul style="list-style-type: none"> • Enter new membership information into the ANTaR database • File membership records • Check the day book and follow up on tasks outlined there • Answer phone calls • Open mail and log in correspondence in file • Check faxes & emails and log in correspondence in file • Provide feedback to the management committee as necessary
Skills or Qualities required for this role	<ul style="list-style-type: none"> • Ability to work independently • Willingness to work in an unstructured environment • Desire to help • Must be reliable
To be Gained from this role	<ul style="list-style-type: none"> • Gain experience and skills in database maintenance and office administration • Increase knowledge of issues relating to indigenous and non-indigenous Queenslanders • Work supporting justice for indigenous people in Queensland • References to use in job seeking • Meet new people

