

## Volunteer Job Description

<b>Job Title</b>	Office support
<b>Relationships</b>	<p>Office support 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>
<b>Activities and Tasks</b>	<ul style="list-style-type: none"> <li>• Check the day book and follow up on tasks</li> <li>• Answer phone calls</li> <li>• Assist with mail outs</li> <li>• Open mail and log in correspondence in file</li> <li>• Check faxes and emails and log in correspondence in file</li> <li>• Provide feedback to the Volunteer Coordinator as necessary</li> </ul>
<b>Skills or Qualities required for this role</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Willingness to work in an unstructured environment</li> <li>• Desire to help</li> <li>• Must be reliable</li> </ul>
<b>To be Gained from this role</b>	<ul style="list-style-type: none"> <li>• Gain experience and skills in office administration</li> <li>• Increase knowledge of issues relating to Indigenous and non-indigenous Queenslanders</li> <li>• Work supporting justice for Indigenous people in Queensland</li> <li>• References to use in job seeking</li> <li>• Meet new people</li> </ul>

