

## **POSITION DESCRIPTION**

### **Coordinator – Miranda's Place Volunteers**

The Miranda Project, an initiative of the Corrective Services NSW Women's Advisory Council and a project of the Community Restorative Centre (CRC), is a gender-specific approach to crime prevention for women with complex needs who are at risk of breaking the law or re-offending. It aims to do this through the establishment of a holistic inclusive support service across NSW.

The Miranda Program has been established to support women in the criminal justice system, particularly those with experience of domestic and family violence. A central component of the Program is a drop-in centre that has been established in Chippendale. The aim is for the centre, Miranda's Place, to become a one stop shop for women to be able to access the support and services they need to get their lives back on track and minimise contact with the criminal justice system.

Integral to Miranda's Place is a Volunteer Program, with volunteers providing a range of input and support for drop in clients, including assisting to run activities and events, sourcing donations and funding, meet and greet of clients, and assisting with the general running of the drop in centre.

The position will establish and coordinate a team of diverse volunteers and will include recruitment, screening, induction, training, rostering and supervision of volunteers.

### **Principal Function**

- To be responsible for establishing and maintaining the Miranda's Place Volunteer Program, recruiting, training, monitoring and supporting volunteers and their input into day-to-day tasks and Activities Program.
- To be responsible for developing the Miranda's Place Activities Program
- To be responsible for developing and maintaining the weekly timetable of Groups and Activities.

### **Relationships**

- Accountable to the Board of Management through the Chief Executive Officer.
- Reports to the Manager Miranda's Place.
- Liaises with other Miranda Project staff and CRC staff.
- Liaises with relevant organisations such as Volunteering NSW.

### **Principle Tasks**

- To establish the Miranda's Place Volunteer Program and develop the Activities Program.
- To gain thorough knowledge of the Miranda Project, its intention and governance.
- To identify roles for volunteers at Miranda's Place to support the Miranda Program.

- To oversee volunteer engagement in the Activities Program such as yoga, cooking, craft activities as well as support for the day-to-day running of Miranda's Place.
- To recruit, screen, induct, train, assess for competencies and skills, roster, monitor and support volunteers.
- To develop a Volunteers' Guide encompassing roles, responsibilities and obligations.
- To coordinate regular meetings with Miranda's Place volunteers for training and supervision purposes.
- To establish and maintain an e-database of volunteers and their input for evaluation and other purposes.
- To develop and maintain the Miranda's Place weekly timetable of groups, activities and visiting services.
- To provide content contributions for CRC publications and communications, such as the Annual Report, website and brochures, as required.
- To ensure CRC policies and procedures are adhered to at all times.
- To take reasonable care of own health and safety and the health and safety of others, and ensure compliance with any reasonable instruction by CRC management.
- To ensure all volunteers take reasonable care for their own health and safety and comply with any reasonable instruction by CRC management.
- To attend regular supervision.
- To attend relevant training and professional development programs.
- To undertake other duties consistent with the functions and role of the position.