



Role Description

Volunteer Coordinator

About Paper Mountain

Paper Mountain is an artist run initiative operating from Whadjuk Noongar Boodjar (Perth), dedicated to supporting emerging artists, building exploratory creative practices and presenting community arts work. We offer studios for hire, a curated gallery program, co-working spaces, creative workshops and events. We hope to build a supportive and friendly community of creative workers from many backgrounds.

POSITION

Role:	Volunteer Coordinator
Location:	Upstairs, 267 William St, Northbridge WA 6003
Commitment:	10 hours/week or as needed by the Organisation
Last Updated:	January 2020
Reports to:	Co-Directors

As Volunteer Coordinator, you will have an active role in developing and managing Paper Mountain's culture and creative community. You are responsible for volunteer recruitment, staffing, training and development, performance monitoring and Gallery Attendant mentorship.

You are the first point of contact for all volunteers and are responsible for handling their enquiries, but most importantly build relationships with them in a way that keeps them engaged within the Paper Mountain Community and makes them feel valued. Without them we could not exist.

RESPONSIBILITIES

- Rostering and coordinating Gallery Attendants (GA) for daily gallery opening times and special events.
- Induct new volunteers to the Paper Mountain venue - including facilities, exits, lock up, first aid location, etc.
- Maintain Volunteer Recruitment Pack, contracts and other administration.
- Participate in the development of a skills development framework in collaboration with other Co-Directors.
- Be the first point of contact for all volunteer recruitment inquiries.
- Provides proactive support, information, advice, leadership and guidance to volunteers.
- Collect feedback from volunteer community about Paper Mountain.
- Seek out opportunities to keep interest in Studio space.
- Assist with scheduling, staffing, and sourcing leads for events.
- Prepare notices and advertisements for vacant volunteer positions.
- Prepare, develop and implement volunteer procedures and policies.
- Manage, or assist Co-directors with, volunteer recruitment.

RELATIONSHIPS

The Volunteer Coordinator is to first and foremostly maintain relationships with the following people;

- Co-directors
- Gallery Attendants
- Studio Coordinator
- Communications Manager
- Gallery Manager
- Studio Artists
- Paper Mountain Graduate Students

SELECTION CRITERIA

Essential

- Knowledge of customer service and client management.
- Highly organised individual.
- Positive and friendly attitude and ability to communicate to people of diverse backgrounds
- A creative thinker and is able to execute ideas to engage volunteers.

Desirable

- Knowledge of the arts and culture scene in WA
- Experience with rostering or managing others.

BENEFITS OF TAKING ON THIS ROLE

We acknowledge that this is a volunteer role and is entirely unpaid. Without the Paper Mountain volunteer roles we could not exist. You are here to help lift up our organisation and in return we want to support you:

- Access to Paper Mountain's professional networks.
- Mentorship and skills development in arts management.
- Access to Paper Mountain's co-working space and facilities, including:
 - 24 hour access.
 - WiFi, printing and photocopying, kitchen, workshop facilities.
 - Discounts on events, workshops and seminars.
 - A sense of wellbeing that comes from being part of a safe space with a growing creative community.