



International Association for Counselling
Founded 1966

IAC General Volunteer Role

Role Title: General Volunteer (Administrative and Project Support)

Reports to: IAC Volunteer Coordinator

Commitment: Flexible — usually 1-2 hours per week, depending on availability

Location: Remote / Online

Role Overview:

IAC Volunteers play an important part in supporting the work of the International Association for Counselling and helping to strengthen counselling worldwide. This general volunteer role is designed for those who wish to assist with a variety of small administrative or project-based tasks, according to their skills and interests.

Main Responsibilities:

- Provide general administrative assistance (e.g., updating contact lists, preparing or formatting documents, or assisting with basic data entry).
- Support IAC projects or initiatives on an as-needed basis, such as events, communications, or regional activities.
- Participate in occasional short online meetings with the Volunteer Coordinator or project leads.
- Maintain confidentiality and uphold IAC's values of respect, inclusion, and international collaboration.

Skills and Qualities:

- Organised, reliable, and able to work independently.
- Good written and verbal communication skills.
- Comfortable using standard online tools (email, Word, Excel, or Google Docs).
- Positive, professional attitude and a genuine interest in counselling and international cooperation.
- (Desirable) Ability to communicate in more than one language.

What Volunteers Gain:

- The opportunity to contribute to a respected global association advancing counselling across cultures and regions.
- Experience collaborating with an international team.
- Recognition of service and a certificate of appreciation from IAC.