## IAC Volunteer Coordinator

<table>
<thead>
<tr>
<th>Role Title:</th>
<th>IAC Volunteer Coordinator</th>
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<tbody>
<tr>
<td><strong>IAC Organisation Overview:</strong></td>
<td>IAC Vision: “A world where counselling is available to all”. IAC is an international non-governmental association with charitable status. IAC advances the development of counselling, in order to improve people’s lives and well-being. We connect counsellors worldwide so that they can share information and participate in international Practice, Education, Advocacy, Policy and Research counselling projects.</td>
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<td><strong>Responsible to:</strong></td>
<td>IAC Executive Council</td>
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| **Reporting and Liaison** | **Reporting:** Twice annually to the EC  
**Liaison:** Regular contact with the Officer Group |
| **Purpose of role:** | Overall coordination of the recruitment and management of volunteers at IAC. |
| **Description of tasks:** | - Sourcing and recruiting volunteers for vacant IAC roles.  
- Sourcing and recruiting volunteers for the IAC Country Ambassadors programme.  
- Assist in the creation and development of volunteer management systems at IAC.  
- Assisting in the induction of new volunteers.  
- Communicate with volunteers to gauge satisfaction and progress.  
- Keeping records of volunteers’ information and assignments.  
- Arrange for appropriate training where needed.  
- To liaise with IAC Committee Chairpersons, IAC Roundtable Chairpersons, and others about volunteer requirements and activity. |
| **Skills and Qualifications:** | - Excellent people skills.  
- Experience of Volunteer co-ordination.  
- Good written communication skills.  
- Ability to work on own initiative and as part of a team.  
- Willingness to learn new skills. |
| **Time Commitment:** | Approximately 1.5 hours per week on main tasks.  
Additional officer group meetings - one every two months. |
| **Training and Support:** | The Officer Group and CEO will be available to assist and support the person in this evolving role. |
| **Benefit/Appreciation:** | This is a great opportunity to contribute to the work of IAC. Grateful recognition and acknowledgement will be given to the role holder on the IAC website. |

NK – June 2019