



**International Association for Counselling**  
 Founded 1966



## Volunteer Role Description: Volunteer Coordinator

<b>ROLE TITLE:</b>	<b>IAC Volunteer Coordinator</b>
<b>Responsible to:</b>	CEO or their designate responsible for IAC Volunteering
<b>Term</b>	An initial commitment of two years is sought
<b>Role Summary:</b>	To join a great team of volunteers to help coordinate and support our volunteers worldwide.
<b>Volunteer Hours: Time Commitment</b>	<b>120 -- 150 hours annually</b> This works out as approximately 2 hours per week plus meetings. From time-to-time additional meetings may be required.
<b>Duties Include:</b>	<p>Duties will be agreed prior to placement but are likely to include some of the following:</p> <ul style="list-style-type: none"> <li>• Keeping a record of the current IAC volunteers and assignments</li> <li>• Recruiting volunteers for vacant IAC roles.</li> <li>• Assisting in the creation and development of volunteer support systems at IAC</li> <li>• Assisting in the induction of new volunteers</li> <li>• Communicating with volunteers to receive assignment updates</li> <li>• Arrange for appropriate volunteer training and meetings where needed</li> <li>• Issuing volunteer references</li> <li>• Suggesting improvements to volunteering processes.</li> </ul>
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>• Approximately six, 1.5-hour volunteer team meetings per year.</li> </ul> <p style="text-align: center;"><i>*All meetings are conducted virtually</i></p>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must be aged over 18</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Organised, conscientious and attentive to details.</li> <li>• Some administrative experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• Database management (Excel / Google Drive) experience a plus.</li> <li>• Understanding of and commitment to the organisation's mission &amp; values.</li> <li>• Ability to work on own initiative.</li> <li>• Willingness to learn new skills.</li> </ul>
<b>Support and Training:</b>	Training will be provided as required. This will include an online induction and demonstration of the tasks.
<b>Volunteering Location</b>	All volunteers work 'virtually' i.e., from their own country and computing base (e.g., home computer/personal device). Work times are completely flexible.
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Personal fulfilment: Knowing that you are helping make counselling more available worldwide</li> <li>• Learning new skills and experiences</li> <li>• Additional knowledge of the profession</li> <li>• Something for your Resume/C.V.</li> <li>• A chance to meet new people from around the world</li> <li>• Career progression and professional development</li> </ul>
<b>Confidentiality and Conflict of Interest:</b>	IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.

### Recruitment Process -- Next steps:

1. Please fill in the IAC volunteer application form [CLICK HERE](#)
2. An online meeting will then be arranged

<b>IAC Organisational Overview:</b>	<p><b>The International Association for Counselling (IAC)</b> is the world body for the counselling profession. Established in 1966, IAC is an International Non-Governmental Organization (INGO). IAC's humanitarian movement advances the development of counselling in order to improve people's lives and well-being. Our association and members strive for human rights and the inclusive, sustainable development of our profession through the promotion of counselling, best practice and international cooperation.</p> <p><b>Our Vision is:</b> "A World Where Counselling is Available to All".</p>
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IAC Supports the United Nations Sustainable Development Goals

Updated: N. Kelly, June 23.