



Founded 1966



IAC Volunteering

## International Association for Counselling (IAC)

### IAC Continuing Education – Webinar Coordinator

<b>Role Title:</b>	<b>Webinar Coordinator</b>
<b>IAC Work Area</b>	<b>IAC Continuing Education</b>
<b>Responsible to:</b>	IAC Team Leader (of Continuing Education)
<b>Term</b>	An initial commitment of two years is sought.
<b>Role Summary:</b>	<p>IAC offers regularly scheduled webinars in the areas of counselling research, education and practice -- as continuing education (CE) and professional development resources.</p> <p>This position supports the administration and delivery of the webinars (approx. one per month).</p>
<b>Volunteer Hours Time Commitment</b>	<b>2.0 Hours per Week</b> This works out as approximately 120-140 hours per year including meetings. From time to time attendance at additional meetings may be requested.
<b>Duties Include:</b>	<ul style="list-style-type: none"> <li>• Coordinate the schedule with the webinar presenters needed basis.</li> <li>• Schedule the webinars through the IAC Zoom account as needed.</li> <li>• Create a PowerPoint poster for each new webinar (we have a template) containing all details.</li> <li>• Share the webinar details with the IAC social media and website persons.</li> <li>• Assist in identifying suitable webinar presenters</li> <li>• Host each webinar on Zoom as follows:</li> </ul> <p>Join the webinar 15 minutes before the scheduled start time and welcome the presenter and participants as they join in. At the start time, go through a standard 3-minute introductory set of instructions (which you will be trained on), lead in the presenter, click on "record", take attendance electronically. Stay in the background as the Presenter conducts the presentation for any logistical support, such as emailing handouts of the webinar</p>

	<p>presentation, if necessary. At the end of the presentation, thank the presenter, go through a 2-minute concluding set of instructions (which you will be trained on), and take attendance electronically again. After conclusion of the webinar, exit Zoom and save the recording and send the recording as requested.</p> <ul style="list-style-type: none"> <li>• Any other duties as described by the Team Leader.</li> </ul>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Excellent people skills.</li> <li>• Familiarity with Zoom (although training will be provided).</li> <li>• Good communication skills.</li> <li>• Well organised with excellent attention to detail</li> <li>• Candidate must be a proficient English speaker, enthusiastic, friendly and confident when publicly engaged with the webinar presenter and participants.</li> <li>• Willingness to learn new skills.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Approximately eight, 1.5 hour education team meetings per year.</li> <li>• Approximately six, 1.5hour volunteering meetings per year.</li> </ul> <p><i>*All meetings are conducted virtually</i></p>
<b>Support and Training</b>	<p>Training will be provided as required. This will include an online induction and demonstration of the tasks. Team Volunteers will be supported by the Team Leaders and coordinators.</p>
<b>Volunteering Location</b>	<p>All volunteers work 'virtually' i.e. from their own country and computing base (e.g. home computer/personal device).</p>
<b>Benefits to the Webinar Coordinator</b>	<ul style="list-style-type: none"> <li>• Fulfillment – knowing that the support you provide will make a real difference to progressing IAC aims and making counselling available worldwide.</li> <li>• Enhance your CV: Having experience as a volunteer can show a potential employer your enthusiasm and the skills that you have outside of your academic learning.</li> <li>• Training – learning new skills that can be added to your CV, gaining up-to-date knowledge of counselling issues.</li> <li>• Experience – meeting new people in different situations from around the world, building new networks, forming friendships with other IAC volunteers.</li> </ul>
<b>Confidentiality and Conflict of Interest</b>	<p>IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.</p>

## Recruitment Process -- Next steps:

1. Please fill out the online volunteer application form at the top of the [IAC Volunteering Page](#) **\*\*Click HERE\*\***.
2. An online interview will then be arranged
3. References will be checked (Referees will not be contacted without your consent).
4. Pre-placement induction/training attended
5. Start placement!

If you have any questions please email: [iacvolunteercoordination@gmail.com](mailto:iacvolunteercoordination@gmail.com)

<b>IAC Organisation Overview:</b>	The IAC Vision is “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.
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IAC Supports the United Nations Sustainable Development Goals

N. Kelly, November 2020



Each IAC Work Area (e.g. Continuing Education, Volunteer Management Membership, Advocacy, Fundraising, Research etc.) has a Team of Volunteers made up of a Team Leader, Team Coordinators and **Team Volunteers**.

