



Canberra City Farm Role

People and Fun Coordinator

Position title:	People and Fun Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The CCF People and Fun Coordinator conducts and organises key aspects related to supporting CCF People and Fun activities. The purpose of the CCF People and Fun Coordinator is to: <ul style="list-style-type: none"> Support each CCF member to feel like a valued member. Ensure appropriate support and information is provided to CCF members and volunteers when they are volunteering for any event. Support CCF members to experience the CCF as a fun and enjoyable organisation to be involved with. Explore outreach opportunities that increases awareness in the community of the CCF and encourages membership.
Key responsibilities	<ul style="list-style-type: none"> Market, promote and enhance the opportunities of becoming a CCF member . Welcome all new members and explore with them how their membership with the CCF can be made most beneficial. Build strong personal relationship with each member and coach them to meet their needs and aspirations. Make personal contact with each member at least once every 3 months. Be first point of contact to help Members solve problems. Report on problems that Members have and design system-wide improvements and solutions, and share learning insights with CCF Executive Committee. Coordinate fun CCF Member activities as required and be innovative and entrepreneurial in co-creating new projects that engage members as volunteers. Conduct evaluations of Member views. Write quarterly reports with learning insights about the CCF People and Funing for the CCF Executive Committee, members and next person who takes on the role. Set personal development goals with mentor from CCF Committee. Mentor and support the next person to take on the position.
Existing arrangements	<p>Google spreadsheet</p> <ul style="list-style-type: none"> A google spreadsheet that lists all of those people who have indicated their interest in particular areas has been established.
Minimum period	<ul style="list-style-type: none"> 1 year + time to coach next person to take on the role.



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Skills, experience and attributes	<ul style="list-style-type: none"> Interested in learning, mentoring and helping people grow. Project management skills to deliver results. Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.
Benefits for the volunteer:	<ul style="list-style-type: none"> Increased skills and self-confidence. Contributing to grow the CCF community. Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> Happy members with a growing number. Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> Induction training. Police check (if required). Medical check (if required).
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	