



Carrington Centennial Care, located in Camden, is a highly regarded and award winning aged care organisation, which provides self care, hostel and nursing home accommodation, as well as wide-ranging community care services within the Macarthur/Wollondilly Region.

Volunteer Coordinator **Part time – 16 hours per week**

We are looking for an energetic and experienced Volunteer Coordinator to coordinate and manage our volunteer program. This new role will become an integral part of the care delivery team, by providing volunteer support to our residents.

As the Volunteer Coordinator you will be responsible for supervising and monitoring our volunteer team. You will also need to recruit and provide orientation for all new volunteers. In conjunction with our staff you will be required to develop and deliver relevant volunteer training and support.

Ideally you will be a people-person with well developed communication and interpersonal skills. You will have sound computer skills, be well organised, able to prioritise tasks and have some experience in a similar role. If you are a motivated person with a passion for volunteering we want to hear from you.

All applicants must be able to demonstrate a genuine concern for the quality of service to our aged residents.

In return excellent working conditions, attractive salary packaging and opportunities for professional and career development are offered.

Successful applicants will need to provide an Australian National Police check clearance.

To apply for this position, please send your resume to:

Ms Genevieve Clarke, Human Resources Officer, Carrington Centennial Care
P.O Box 269, Camden NSW 2570 or email
recruitment@carringtoncare.com.au

Applications close: Thursday 18th March 2010

Carrington is an Equal Opportunity Employer and is committed to OH&S and Quality Standards.