

## **Volunteer Position Description**



### **Position Title:**

- **Centre for Men's Health Volunteer**

### **University Area:**

- **Freemasons Foundation Centre for Men's Health, School of Medicine**

### **Description and purpose of the job:**

- **To provide general clerical and administrative support to the Freemasons Foundation Centre for Men's Health including the Florey Adelaide Male Ageing Study (FAMAS)**

### **Responsibilities:**

- **To follow privacy guidelines with respect to FAMAS data**
- **To keep Centre business confidential**

### **Specific duties to be undertaken:**

- **Assist with mail outs including printing labels, photocopying, stuffing envelopes**
- **Writing birthday cards to FAMAS study participants**
- **Assist with survey administration (i.e. checks for completeness, data entry)**
- **Booking clinic appointments for FAMAS participants**
- **Assist with Centre event organising**
- **Assist with development and maintenance of a database of Centre contacts**
- **General office duties (i.e. filing, photocopying etc)**
- **Other duties as appropriate.**

### **Qualifications – skills, expertise, experience, knowledge**

- **There are no specific qualifications required, but helpful experience includes clerical or administrative (general office) experience, up-to-date computer skills (i.e. word processing, data entry), and research experience.**

### **Training provided:**

- **On-the-job training as required**

### **Personal attributes required:**

- **Good interpersonal skills**
- **Enthusiasm and commitment to excellence**
- **Team player**

- **Initiative**

**Time frame and/or attendance requirements:**

- **To be negotiated**

**Location of work:**

- **Offices of the Freemasons Foundation Centre for Men's Health at the Adelaide Masonic Centre, 254 North Terrace, Ground Floor.**

**Travel involved:**

- **none**

**Supervision (to whom do volunteers report):**

- **Dr Vanessa Glennon, Executive Manager, Freemasons Foundation Centre for Men's Health**

**Special requirements – police check, health check, drivers' licence**

- **None**

**Benefits to the volunteer:**

- **Contribution to a very worthy endeavour to improve men's health**
- **Fostering the partnership between Freemasonry and The University of Adelaide**
- **Possibility for skills development as appropriate**
- **Access to Centre events and networking opportunities.**

**Should this Volunteer position interest you please contact:**

**Name: Vanessa Glennon**

**Telephone: 8313 0514**

**Fax: 8313 0355**

**Email: [Vanessa.glennon@adelaide.edu.au](mailto:Vanessa.glennon@adelaide.edu.au)**

**Web Link details: [www.adelaide.edu.au/menshealth](http://www.adelaide.edu.au/menshealth)**