

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):

- Ms Anne Hayes, Chief Executive Officer, 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:

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