



Volunteer Coordinator

- **Fixed term part-time role (3-4 days per week/ 3 month contract)**
- **Support volunteer coordination across events, service delivery and corporate programs**
- **Join a supportive, purpose-driven team making a meaningful difference for children and families**

Very Special Kids is seeking a Volunteer Coordinator to provide short-term operational support to the Volunteer Services team during a peak period. Working closely with the Volunteer Manager and internal stakeholders across Corporate, Fundraising, Family Support and Hospice teams, you will coordinate volunteers across events, service delivery and selected corporate volunteering activities within a purpose-driven not-for-profit organisation.

This role is ideal for someone who enjoys building relationships, supporting others and keeping things organised in a fast-paced environment. You will ideally bring experience in volunteer coordination, including orientation, placement, rostering and supervision, along with the ability to develop engaging and impactful volunteer programs.

At Very Special Kids, we nurture and foster a culture where our team is empowered, supported and safe through the process of caring for children, young people and families. Very Special Kids is committed to the safety, wellbeing and inclusion of all children. Our Child Safety Policy, Rights of the Child Charter and Charter of Rights outline our commitment to child safety and the expectations we have for staff, contractors and volunteers when working with children and young people.

As part of our diverse, expert team you will have access to education and training to enhance your personal and professional development, expert specialist resources, and the wellbeing support you need to make a bigger impact in the lives of children, young people and their families.

Key Responsibilities

- Coordinate and support volunteers across events, corporate volunteering activities and selected service delivery programs.
- Support volunteer placement, briefing, orientation and ongoing supervision in line with organisational policies and best practice standards.
- Assist with volunteer recruitment, training, activities and events as required during peak periods.

- Maintain volunteer records and support reporting and compliance through volunteer management systems.
- Work collaboratively with internal teams to identify volunteer needs, support program delivery and contribute to integrated work practices.
- Support positive volunteer experiences through recognition, communication and responsive day-to-day coordination.

About you

You are a proactive, organised and people-focused coordinator who enjoys supporting volunteers and building strong working relationships. You bring sound judgement, strong communication skills and a flexible, hands-on approach to helping teams and programs run smoothly.

- Demonstrated experience supporting volunteer programs, volunteer coordination or community-based service delivery.
- Strong interpersonal, written and verbal communication skills.
- Good administrative and digital systems skills, including database management and Microsoft Office.
- Ability to work independently and collaboratively as part of a broader team.
- Commitment to child-safe work practices, family-centred care and inclusive practice.
- A current driver's licence and willingness to occasionally work flexible hours, including some out-of-hours support when required.

About Very Special Kids:

At Very Special Kids, we believe that all children and young people have the right to a quality of life, no matter how long or short their life may be. We are a highly respected organisation with circa 100 employees and over 600 volunteers who provide essential, free-of-charge, palliative care services for children and young people living with a life-limiting condition. Very Special Kids provides specialist services for the whole family, including counselling, peer support, bereavement support and respite or end of life care at Victoria's only children's hospice.

Very Special Kids offers its employees a unique and rewarding environment including a supportive team, a beautiful setting conveniently located in Malvern close to shops, parking and transport, salary packaging, health and wellbeing initiatives, and targeted individual development plans.

At Very Special Kids, our goal is for our workforce to reflect the diverse community we serve. We continually seek to employ people of any gender, age, religion, sexual orientation, with a disability, Aboriginal Australians and varied cultural backgrounds. If this sounds like you, please refer to the position description for more information.

Applications are now open and will close **Friday 10 July 2026**. Please include cover letter addressing the key selection criteria and an updated copy of your resume via jobs@vsk.org.au. We will review applications as they are received.

Very Special Kids is committed to providing a child-safe environment and requires all staff to have Working with Children and Police Record Checks.

