

Position Title	Volunteer Coordinator
Position Type	Full time Tuesday to Saturday, onsite at the sanctuary
Team	Community Care
Location	Onsite at 81 Bridie's Lane, Lancefield, Victoria
Lead by	Community Engagement & Advocacy Manager
Leads others	N/A

About Us

Edgar's Mission is a world class, not-for-profit sanctuary for rescued farmed animals that seeks to create a humane and just world for humans and non-humans. Set on 153 peaceable acres situated just outside of Lancefield, the sanctuary is nestled in the tranquillity of the Macedon Ranges.

Edgar's Mission rescues and provides sanctuary to farmed animals in need, currently providing lifelong love and care to over 450 rescued animals. Through advocacy, and engaging with communities, we encourage people to expand their circle of compassion to include all animals.

Our Vision: A compassionate and just world for all

Our Mission is Kindness: We promote understanding and respect for farmed animals. We do this by offering them sanctuary and telling their stories.

The Team

The Volunteer Coordinator sits within the Community Care team. The Community Care team works to achieve Edgar's Mission's vision by helping to engage and nurture supporters, reach new audiences, and share new perspectives that open hearts and create change via a range of channels including online (e.g. web, socials, emails, etc) and in-person experiences (e.g. outreach, visitor experiences).

The Position

Edgar's Mission is home to hundreds of rescued animals whose daily care depends on the dedication of an extraordinary community of volunteers. This role exists to build, lead and sustain that community.

The Volunteer Coordinator designs and oversees a volunteer program that runs across both sanctuary operations and outreach activities, from recruitment and onboarding through to training, rostering and ongoing support. The role is the primary point of contact for our volunteers, ensuring every person who gives their time to Edgar's Mission feels genuinely welcomed, well-prepared and deeply connected to the mission.

The role cultivates a culture where volunteers don't just help but become lifelong advocates for farmed animals and the values of kindness that sit at the heart of everything Edgar's Mission does. When volunteers leave the sanctuary, we want them to carry that experience with them and share it with the world.

Working closely with the operations team to ensure the sanctuary's day-to-day needs are met, the Volunteer Coordinator reports to the Community Engagement & Advocacy Manager. A second Volunteer Coordinator covers the remaining days of the week.

Key Stakeholders

- The Animal Residents of Edgar's Mission
- Edgar's Mission Senior Leadership team
- Edgar's Mission staff and volunteers
- Supporters and donors (existing and potential)
- Members of the public / visitors
- Community and corporate volunteer groups

Primary Responsibilities

Recruitment and Onboarding

- Source and recruit volunteers through various techniques (databases, email, social media etc.)
- Develop and produce informative promotional material suitable for attracting community and corporate volunteers, ensuring its compliance with business guidelines
- Schedule and run volunteer information sessions, orientation meetings and formal inductions
- Schedule and train volunteers on tasks required of them, meeting our policies, health and safety regulations and Edgar's Mission requirements

Volunteer Experience and Communication

- Ensure an engaging volunteer journey is developed to strengthen the connection with our community
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Provide a timely response to all enquiries and queries relating to volunteering at Edgar's Mission
- Disseminate information on relevant changes at the sanctuary and on upcoming events
- Ensure the purposes of the organisation and its actions are clearly communicated to volunteers
- Prepare media communications relevant to this role if required

Systems, Scheduling and Compliance

- Maintain a database of volunteers, their attendance and associated information
- Produce schedules and workflows for volunteers both onsite and at outreach events
- Develop and maintain policy and procedures for volunteer management including recruiting, marketing, training and related activities
- Report regularly on volunteer numbers, hours contributed, attendance and retention to inform program planning
- Keep detailed records of any OH&S incidents and observe relevant OH&S legislation

Team and Sanctuary Culture

- Active participation in the People Care team and engagement with the sanctuary wide team
- Demonstrated actions and behaviours in living the values of Edgar's Mission

- Commitment to learning and understanding all policies and procedures on the sanctuary and proactively committing to the safety of everyone on site, humans and animals, through the Be Sanctuary Safe program
- Maintain a safe environment for animals, staff, volunteers and visitors by following biosecurity, emergency and safety procedures
- Active interest to learn more about our animal residents and the Edgar's Mission way

Qualities

Alignment and Commitment:

- Alignment and commitment to the vision, objectives and values of Edgar's Mission and the ethical treatment of farmed animals
- An understanding of the need to place the experiences and best interests of non-human animals at the heart of everything we do
- A genuine personal commitment to the promotion of kindness toward all living beings

Strong Interpersonal and Communication Skills:

- Strong written and verbal communication skills, with the ability to engage warmly and effectively with a diverse range of people
- Proven ability to build and maintain meaningful relationships
- Demonstrated ability to work collaboratively with multi-disciplinary teams to achieve results that contribute to Edgar's Mission vision and mission
- Punctual, reliable and genuinely collaborative as a team member

Organisation and Administration

- Excellent organisational skills, including time management, rostering and team coordination
- Diligent record-keeping and administrative ability
- Demonstrated ability to juggle multiple tasks at the same time, using initiative to manage your own schedule and consistently meeting deadlines

Self Motivated, Proactive and Adaptable

- Sound planning and problem-solving skills, with a calm and practical approach to challenges
- A flexible, proactive attitude with the ability to adapt quickly to changing needs and priorities
- Ability to work independently and use initiative when unsupervised

Physical Requirements

- Physical fitness and a willingness to undertake hands-on, manual work in all weather conditions

Qualifications and Experience

Essential:

- Experience in volunteering, whether locally, internationally, or both

Desirable:

- Experience working within an animal sanctuary, shelter, rescue organisation or animal advocacy setting
- Experience coordinating or supervising volunteers in a not-for-profit or purpose-driven organisation
- Familiarity with workplace health and safety requirements, particularly in an outdoor or agricultural environment
- Qualifications or study in community engagement, volunteer management, human resources or a related field

Additional Information

- Availability to work Tuesday to Saturday, onsite at the sanctuary
- Occasional travel may be required for animal transport and general errands
- Other duties as required

Background, Licenses and Accreditations

Essential:

- Satisfactory result in National Police Check Record check
- Current employee Status Victorian Working with Children's Card (or ability to get one should applicant be successful)
- Australian citizen, Permanent Resident or holding an appropriate work visa
- Current Driver's License

Desirable:

- Current level 2 First Aid and CPR

Agreement and Acceptance

Individual Name	
Individual Signature	
Date	
Community, Engagement & Advocacy Manager Name	
Community Engagement & Advocacy Manager Signature	
Date	



Position Description - Volunteer Coordinator

If we could live happy & healthy lives without harming others, why wouldn't we?