

## SoS Digital Support Volunteer Roles

---

### Miscellaneous Volunteer Role

(This is a voluntary position and not a paid role.)

**Organisation:** SoS Digital Support

**Location:** Mobile within the Bega Valley Shire

**Time required:** You can choose from the list below to complete a total of 15 hours of various volunteer work.

**Duration of role:** 6 month FREE SoS membership

**Sector:** Digital Support or seniors 50 and over

**Other Requirements that you will need to complete once your application has been approved by the Executive Committee:**

- Police Check
- Register on the 'Be Connected' website
- Complete a 'Be Connected' Sign-in sheet
- Completed the "Digital Skills Checker – Getting Started" on Be Connected website.
- Attend a 1-on-1 Volunteer session

### SKILLS AND EXPERIENCE

- Organised, reliable, enthusiastic, and motivated
  - Excellent written and verbal communication skills
  - Good interpersonal skills– able to work in a team situation and communicate clearly
  - Able to work remotely within flexible hours, across multiple locations within the Bega Valley Shire
  - Ability to think outside the square, be a self-starter, work autonomously
  - Natural mind for risk mitigation
  - Discretion for confidential information.
- Desired but not essential
    - Experience in a role as a volunteer
    - Commitment to 6 months within this role.
  - The benefits of volunteering with us
    - Experience with a new, fast growing, and innovative NFP organisation.
    - Connect with leaders and individuals that are passionate about assisting seniors in getting online.
    - Being able to say, "I worked with this organisation right from the beginning."

# Savvy Online Seniors Digital Support

- The capacity to list numerous "real achievements and outcomes" on your resume.
- In addition to accomplishing important tasks, we also have fun. We know how to have a laugh.
- Validate the amazing skills you think you have!

## Volunteering jobs could include assisting with any of the following:

(Alternatively, you may like to take on one of the SoS Roles as outlined on our website.)

1. Membership officer
2. Loan Officer
3. Social Media Manager
4. Marketing Manager
5. Events Coordinator
6. Grants Officer
7. Working Groups
  - a. Well, Being Team (WBT);
  - b. Course Coordination Team (CCT)
  - c. Online Services Team (OST);
  - d. Technical Services Team (TST);
  - e. Catering Team (CT);
  - f. Administration Team (AT).

### 1. ASSISTING MEMBERSHIP OFFICER

- Canvassing for new members.
- Obtain reports from Aged Care and Local Council Statistics that will assist in developing strategies that will increase membership figures year on year.

### 2. ASSISTING LOAN OFFICER

- Collection of loan equipment and ensuring that it is all present and notify Loan's Officer of any damages or missing equipment.
- Clean all devices and pass onto the Loan Officer.

### 3. SOCIAL MEDIA MARKETING

- Share SoS Posts onto local FB groups.

# Savvy Online Seniors Digital Support

## 4. ASSIST MARKETING MANAGER

- Take photos at workshops and collect testimonials from attendees.

## 5. ASSIST EVENTS COORDINATOR

- Assist at Membership Day and respond to members and public enquiries re workshops and activities.
- Distribute Brochures and Programs to Council Offices, Retirement Villages, and notice boards.
- Markets or other appropriate venues.
- Mentors and Volunteers Lunch June.
- Seniors Festival February.
- Christmas Lunch.
- Welcome attendees at events.
- Distribute name badges.
- Maintain attendance lists at events and update them after each workshop.
- Assist with Catering for events: Tea/Coffee/Biscuits/sugar/milk, sandwiches, cakes etc...

## 6. GRANTS OFFICER

- Research grants and notify Grants Officer of any appropriate grants.

## 7. WORKING GROUPS

Assist with Subcommittees or Working Groups. (To be completed)

If you have skills or an interest in these groups, then you are actively sought to contribute in ways that suit them.

These groups report to an Executive Committee member and notes/Minutes if appropriate are kept of any meetings held. Examples of Working Groups include:

- a. Well, Being Team (WBT);
- b. Course Coordination Team (CCT)
- c. Online Services Team (OST);
- d. Technical Services Team (TST);
- e. Catering Team (CT);
- f. Administration Team (AT).

A Sub-Committee or Working Group has a written purpose, developed by the Executive Committee, that helps guide the work of the group. They do not make decisions, but rather make recommendations to, the Executive Committee, through their Working Group Leader. Once recommendations are authorised by Executive Committee, the working group may then be charged with implementing the authorised process or project.

*Updated 29/05/2023*