

Friends of Baby Loss NZ Volunteer Position Description



Position Description for: Administrator.

Responsible to: Baby Loss NZ Manager

Description of Position:

To assist in the operations of Baby Loss NZ the reports, accounting, database, and communication methods need weekly dedication.

Volunteer's Responsibilities:

- Accounts, receivable and payable.
- Friends of Baby Loss NZ Database update.
- Cataloguing of Angel babies, dates, permission slips.
- Reports and Statistic collation.
- Volunteer database.

Outcomes/Goals:

Efficient operations of Baby Loss NZ.

Training and Support Plan:

Ongoing meetings with Baby Loss NZ manager.

Reporting:

This will be discussed prior to the onset of the position.

Time Commitment:

Weekly 4 – 15 hours to suit

Qualifications Needed:

Background in administration, office management. Can work independently and part of a team. Good budget skills.