



Position: Volunteer Manager

Term: Minimum one year (S\$6000 per annum)

Citizenship: Singapore citizen/PR

Transbefrienders is looking for a Volunteer Manager to support the recruitment, management, engagement, training and coordination of all types and levels of volunteers in the organisation.

This is an exciting opportunity for someone who is committed to community support and is looking for a concrete way to contribute to the transgender community in Singapore. This role requires candidates to be a self-starter, well-organised, able to work independently and passionate about collaborating with people.

Key Responsibilities:

- Provide administrative and operational support relating to all aspects of volunteer recruitment, engagement and retention.
- Liaise between the management and volunteers to ensure smooth operations of the programmes offered. This includes recruiting new hires, providing operational support, gathering and analysing feedback and other relevant data, attending to general enquiries and referring to the appropriate channels.
- Recruit for new and replacement positions, including organising and conducting interviews in conjunction with the programme manager.
- Onboard new volunteers through orientation and liaising with various stakeholders for relevant contracts, account creation, volunteer data and information management
- Assist with training and on-boarding programmes alongside programme manager to ensure smooth immersion for new volunteers into their respective roles
- Maintain training records of all active volunteers
- Lead volunteer engagement and appreciation initiatives, including sending email updates, conducting surveys and analysing feedback, organising volunteer engagement and appreciation events and activities

Requirements

- Strong knowledge of Google Drive apps
- Able to commit for the duration of contract (1 Year)
- Able to use initiative and judgment to solve problems independently
- Able to manage a team
- Able to maintain strict confidentiality of sensitive information
- Excellent interpersonal, empathy and communication skills in English
- Experience in volunteering in social service sector or volunteer management is preferred

We regret to inform you that only shortlisted applicants will be contacted for an interview due to manpower limitations. If you have any questions about this position, please email info@transbefrienders.com.