

Thank you for your interest in applying to become a volunteer with Cancer Council Western Australia. We are committed to engaging with the community to help us in the fight against cancer.

Volunteer Position: Administration Support – Dot’s Place Peel

Cancer Council WA's Dot's Place Peel is seeking volunteers to provide administration support to the Cancer Support Coordinator. This may include a range of simple and more complex office related activities. The volunteer will also assist visitors to the centre by providing information about Cancer Council supportive care programs and services.

Tasks and responsibilities:

- Reception duties – answering phone, taking messages, greeting clients
- A range of administrative tasks e.g., emailing, data entry, printing, photocopying & archiving records.
- Provide information about Cancer Council supportive care programs and services
- Hand out any relevant materials from the dedicated Cancer Council publications display space
- Encourage patients/carers/families to make an appointment with the Cancer Support Coordinator or contact Cancer Council 13 11 20 to access the full range of Cancer Council supportive care services
- Take a responsible approach to professional and personal boundaries
- Be alert to signs of distress and seek support from Cancer Support Coordinator
- Where necessary attend any role-related training
- Participate in an annual reflection and any relevant team meetings

Desirable Skills:

- Good attention to detail, well organised and efficient
- Accurate data entry and basic computer skills
- Flexibility and ability to learn new skills
- Understanding of and commitment to the values of Cancer Council WA
- Positive attitude to the workplace
- Respect for diversity
- Reliable and trustworthy

Assistance is required on Monday and Wednesday mornings for a minimum of 4 hours per week, hours are negotiable.

As with all Cancer Council volunteer roles, you will be joining our team in the fight against cancer and making a difference to the lives of people affected by cancer.

To apply for this opportunity, please email our People and Culture Team at volunteers@cancerwa.asn.au. Please include a brief summary clearly outlining how your skills and experience meet the requirements of this role.

With a Reflection RAP, and a commitment to “closing the gap” we encourage Aboriginal or Torres Strait Islander candidates to apply.