

# Virtual Volunteering

Administration Team



## The Virtual Volunteering Opportunity

Program and Scholarship Administration have developed a new platform that enables both long and short term volunteers to support our work virtually. Volunteers have greater choice and flexibility around when and how they volunteer, can now work from home and select how much time they can give to their volunteering.

### Our Volunteers

- Work from home at your convenience
- Work days and hours that suit you
- Use your own device and internet
- Only basic administration and computer skills (literacy and numeracy) needed

**Contribute to TSF Growth, outcomes and become a valued Team member of the Virtual Team**

### Administration Tasks include

- Student Profile Checking
- Creative Showcase
- End of Year Reports
- Survey data entry
- iTrack transcript checking

### Growth Strategy over the coming years to 100,000 Students + 250,000 program participants

- Documents require four touch points
- Approve/decline, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> checks

### Long Term

- **Are Screened**
- **Regular and ongoing**
- **Work in our internal systems**

### Short Term

- **Register their EOI**
- **Help during peak times**
- **Just a couple of times a year or as needed**
- **Work in our external system**

### What if's....

- ❖ You won't break the system ☺
- ❖ You can do as much or as little as you like!
- ❖ If you can't finish the work, just log out as we can reassign
- ❖ If you need more work or support, email or Teams message Nicole or Kate

## What else do I need to know?

- ❖ There is no cost to complete screening requirements
- ❖ Full training and support is given by our team through Task Sheets, training videos and group training sessions as required. Our Administration and Volunteer Specialist team will support your volunteer journey.
- ❖ You can email us at [virtualvolunteer@thesmithfamily.com.au](mailto:virtualvolunteer@thesmithfamily.com.au)

## How do we apply for this opportunity?

For short-term volunteering you can register your interest by completing our

[Online Virtual Volunteer Expression of Interest](#)

For longer-term volunteering, please register through The Smith Family website [Volunteer With Us](#) and one of our Team will connect with you to help you complete your screening process or go to [www.thesmithfamily.com.au](http://www.thesmithfamily.com.au) for further volunteering opportunity information.