



## General Volunteer

This volunteer role helps with the day to day running of TransFolk of WA. This role is essential in keeping TransFolk of WA going! We get contacted all the time and need reliable folks who can adapt to different responsibilities as needed.

What you'll be doing:

- Responding to messages and emails
- Collaborating in a team with other volunteers
- Helping with events
- Filling in for other volunteer roles as needed
- Helping develop resources
- Other tasks as needed

Skills, experience and qualities needed:

- Good verbal communication and listening skills
- People skills such as: friendliness, open mindedness, willingness to 'listen' to what someone is saying
- Accepting and understanding of trans and non-binary people's experiences

Time Commitment:

About 2 hours per week is the minimum amount of time needed to commit to this volunteer role.

Other information:

You will need:

- A device with internet access (e.g. a computer or phone)

This role is usually performed from your own home or device whilst on the go. There isn't a physical building that you would volunteer out of.

Support Offered:

You'll receive an induction into volunteering with TransFolk of WA. The Volunteering Coordinator or a supervisor will be the point of contact regarding volunteering responsibilities and commitments.

Benefits of the role:

- Sense of satisfaction knowing you've helped create and run an event for the community
- Building connection, networks and friendship with other volunteers who are also passionate about supporting the trans community
- Opportunity to undertake TransFolk of WA trainings
- Opportunity to learn from others doing event volunteering

What to do if you're interested:

Head to the TransFolk of WA website and complete the volunteer expression of interest online form.

The form will ask for:

- Your contact details
- How you identify (as a peer organisation this is relevant)
- A paragraph outlining why you're interested in the role
- A paragraph responding to the information in this role description
- Information on your skills