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ABOUT VOLUNTEERING

Finding a volunteer position can take some time. Agencies must consider first the needs of their clients, then how those needs can best be met.

Most agencies require prospective volunteers to complete an application and attend an interview. The agency will ask about your reasons for volunteering – what you want to get out of it, about your skills and interests, and when and how often you can volunteer. Agency staff will then seek a job match that benefits their clients, the agency and the volunteer.

NOTE THAT

You can undertake voluntary work only if you are an Australian Resident or your visa entitles you to do paid work in Australia;

Depending on the nature of the service, you may be required to agree to a Police and/or working with Children check;

Some agencies require completion of a training course before a volunteer can begin work. Courses may be conducted on a limited number of occasions each year;

Agencies may have a waiting list for placement in some positions.

What is Volunteer Network?

Volunteer network is funded by HACC (Home and Community Care), and is auspiced by Burwood Council.

We are a **resource program** for **HACC funded** and **HACC like organisations** who utilize volunteers and for volunteers wishing to work in the type of services provided by these organisations.

The local Government Areas covered by volunteer Network are **Burwood, Strathfield, Ashfield, Canada Bay** and **Five Dock**. This includes locations such as **Summer Hill, Homebush, Concord, Drummoyne** and **Enfield**.

Our **primary** role is to **recruit, interview,** and **refer** people seeking to volunteer and to provide **ongoing support** for them and their managers/coordinators.

A secondary but important role is the provision of **basic training** and that of **advocate** for **volunteering** in general and **best practice** in the field of volunteering.

Most of the volunteer positions advertised through Volunteer Network are for positions within HACC and generally involve working with **older people, people with disabilities** and their **carers**. However there is also some work available which involves working **with young children** and their **parents**.

These and similar volunteer vacancies can also be found on the **Volunteering Australia** web-site **Go Volunteer**.

www.govolunteer.com.au

HACC (Home and Community Care)

The Home and Community Care (HACC) Program is a central element of the Australian Government's aged care policy, providing community care services to frail aged and younger people with disabilities, and their carers.

The aims of the HACC program are:

To provide a comprehensive, coordinated and integrated range of basic maintenance and support services for frail aged people, people with a disability and their carers; and

To support these people to be more independent at home and in the community, thereby enhancing their quality of life and/or preventing their inappropriate admission to long term residential care.

The type of services funded through the HACC program include, but are not limited to:

Nursing care, allied health care, meals and other food services, domestic assistance, personal care, home modification and maintenance, transport, respite care, counseling, support, information and advocacy; and assessment.

HACC is a joint Australian, State and Territory cost- shared Program with the Australian Government providing 60% of funds and the States and Territories providing 40%. As at December 2003 there were approximately 60 organisations within the inner west receiving funding from HACC.

Further information about HACC and their services can be obtained from their web-site.

www.health.gov.au/acc/hacc



MEALS ON WHEELS



BURWOOD / ASHFIELD FOOD SERVICES

Service: Ashfield Meals on Wheels is a quality food delivery service allowing our senior members and those with a temporary or long term disability to remain independent in their own homes.

Volunteer Positions:

- ◆ Drivers
- ◆ Assistants

Job Descriptions:

Drivers: Deliver meals to client's homes

Assistants: Work as a team with driver to deliver meals to client's homes.

Training and Support: Ongoing support and training.

Volunteer Hours:

Meals are delivered between 9.30am to 12pm, five days per week except for public holidays.

Weekend chilled or frozen meals delivered on Fridays.

Areas Served: Burwood and Ashfield

CONCORD FOOD SERVICES INC.

Service: Concord Community Food Services is a quality food delivery service allowing our senior members and those with a temporary or long term disability to remain independent in their own homes.

Volunteer Positions:

- ◆ Drivers
- ◆ Assistants

Job Descriptions:

Drivers: Deliver meals to client's homes

Assistants: Work as a team with driver to deliver meals to client's homes.

Training and Support: Ongoing support and training.

Volunteer Hours:

Meals are delivered between 11am and 1pm, five days per week except for public holidays.

Weekend chilled or frozen meals delivered on Fridays.

Areas Served: Concord

DRUMMOYNE MEALS ON WHEELS

Service: Drummoyne Meals on Wheels supply and deliver chilled and / or frozen meals to frail aged, younger disabled people and / or their carers.

Volunteer Positions:

- ◆ Volunteer Drivers
- ◆ Volunteer Assistants

Job Descriptions: Volunteer Drivers: Drivers are needed to deliver meals. Drivers will need to have their own car, a current licence and insurance.

Volunteer Assistants: Assistants are needed to deliver meals. Assistants do not need any experience.

Training and Support: Ongoing training and support

Volunteer Hours:

Volunteer Drivers: Monday to Friday - 2 hours per week, morning

Volunteer Assistants: Monday to Friday - 2 hours per week, in the morning

Areas Served: Canada Bay

HOMEBUSH / STRATHFIELD MEALS ON WHEELS

Service: Homebush / Strathfield Meals on Wheels are funded under the Home and Community Care Programme. We supply and deliver chilled and / or frozen meals to frail aged, younger disabled people and / or their carers who are residents of the Strathfield Local Government Area.

Volunteer Positions:

- ◆ Volunteer Drivers
- ◆ Volunteer Assistants

Job Descriptions: Volunteer Drivers: Drivers are needed to deliver meals on Monday; Wednesday and Thursdays. Drivers will need to have their own car, a current licence and insurance.

Volunteer Assistants: Assistants are needed to deliver meals on Monday; Wednesday and Thursdays. Assistants do not need any experience.

Training and Support: Ongoing training and support

Volunteer Hours:

Volunteer Drivers: Monday; Wednesday and Thursdays - 2 hours per week, morning

Volunteer Assistants: Monday, Wednesday and Thursdays - 2 hours per week, in the morning

Areas Served: Homebush and Strathfield Areas

TOM FOSTER FOOD SERVICES

Service: Food Services: Meals on Wheels; Meals for Community Groups.

Volunteer Positions:

- ◆ Volunteer Drivers
- ◆ Volunteer Assistants
- ◆ Volunteer Kitchen Assistants

Job Descriptions:

Drivers & Assistants: Deliver Meals to frail aged people, younger people with a disability and/or their carers. Drivers are required to have their own car, registration and a licence. Assistants do not need any experience.

Volunteer Kitchen Assistants: Volunteers are needed to assist with the preparation of main meals, desserts and sandwiches. Portion main meals and desserts into individual containers.

Training and Support: Volunteers are also to attend meetings and training.

Volunteer Hours:

Drivers & Assistants:

The delivery times are 8am-9.30am; 10am-11.30am or 11am-1pm.

Volunteer Kitchen Assistants:

Commitment – at least 1 shift per week (3 hours per day).

Three shifts available per day: 6.30am - 9.30am; 7.00am - 10.00am ; 9.00am - 12.00pm

Areas Served: Marrickville ; Leichhardt and Newtown



CAR & BUS DRIVERS



DRUMMOYNE COMMUNITY CENTRE

Service: DCC is a non-profit, non-government organisation overseen by a community-based management committee.

It acts a focal point for the whole community to enhance the quality of life. It is an evolving, dynamic organisation, whose purpose is to nurture, develop, extend and respond too local needs and issues, in a beneficial and enabling way.

Volunteer Positions:

- ◆ Volunteer Minibus Driver
- ◆ Car Driver

Job Descriptions:

Volunteer Minibus Driver: Drummoyne Community Centre is seeking Volunteer Minibus Drivers to transport people from their homes to the Community Centre and home again for the following activities such as morning tea and classes. Regular or ad hoc positions available.

Training and Support:

- ◆ Car licence.
- ◆ Good driving record.
- ◆ Must undergo brief driving assessment in Centre's minibus.
- ◆ Ability to assist people on and off the bus in an appropriate manner.
- ◆ Clearance from police check

Volunteer Hours:

Days / Hours: Flexible.

Areas Served:

Drummoyne

MARY MACKILLOP OUTREACH

Service:

Mary MacKillop Outreach (MMO) offers pre-vocational skills training, recreational and educational programs for people living with a mental illness and/or disability, many of whom reside in licensed boarding houses and group homes in Sydney's Inner-West. These persons are among the most vulnerable in our society. Most have few supports and little, if any, contact with their families.

Volunteer Positions:

- ◆ Bus Outing Driver / Assistants

Job Descriptions:

Bus outing drivers / volunteers are needed to support clients with a mental illness and/or disability on daily bus outings.

The bus outings volunteer must be willing to help drive the vehicles when required. A current driver's licence is required. The bus outings volunteer will also provide friendship, support and activities to the service users on bus outings to parks, picnic areas, beaches, etc. They will also assist the driver in ensuring the safety and comfort of service users while on the outing.

Training and Support:

Ongoing training and support

Volunteer Hours:

Opportunities exist Monday-Friday from 9.30am-2.30pm. (We do not require that you volunteer on all days, one day would be sufficient.)

Areas Served: Lewisham



HOME VISITORS



AUSTRALIAN RED CROSS (Community Visitors Scheme)

Service: Volunteers visit regularly (at least once a fortnight) on a one-to-one basis, providing friendship and companionship to the resident, and also receive ongoing training and support from Red Cross.

Volunteers are matched with a resident according to shared interests, common background and potential compatibility.

Volunteer Positions:

- ◆ Volunteer Visitor

Job Descriptions: To provide friendship and companionship to residents in an aged care facility in your area.

Training and Support: All volunteers will receive training and support

Volunteer Hours: Flexible - 1 hour per week or fortnightly

Areas Served: Drummoyne; Five Dock; Lewisham; Leichhardt; Marrickville; Glebe and Stanmore areas.

ELLA COMMUNITY CENTRE

Service: Friendly and enjoys having a chat; you will need to have compassion and patience; and willing to stay in program for at least 6-12 months. A police check and two appropriate referees will be required.

Volunteers Positions:

- ◆ Community Visitors

Job Descriptions: Community Visitors: Ella Community Centre are seeking volunteers to visit residential Aged Care Facilities for residents who are socially isolated and lonely.

Training and Support: Ongoing training and support.

Volunteer Hours: Ongoing - 1- 2 hours per weekly or fortnightly.

Areas Served: Ashfield, Burwood, Canada Bay areas.

INNER WEST NEIGHBOUR AID

Service: Inner West Neighbour Aid is a service that helps the frail aged, people with disabilities and the people who care for them by providing volunteer assistance to help these people live in their own homes rather than in nursing homes or hostels.

Volunteer Positions:

- ◆ Volunteer Home Visitors
- ◆ Community Visitors Program

Job Descriptions:

Volunteer Home Visitors: Volunteers are wanted to visit frail aged or disabled people in the Inner West area, to provide social support and companionship to elderly people in their own home. Visit isolated person for a cup of tea and a chat.

Community Visitors Program: visiting aged people in hostels and nursing homes.

Training and Support: Volunteers are at the forefront of service delivery. Once becoming a volunteer home visitor, regular support is provided through social gatherings, workshops and a newsletter.

Volunteer Hours: Ongoing - 1 to 2 hours per fortnight – Any Day

Areas Served: Ashfield, Burwood, Canada Bay and Strathfield local government areas.

TOM FOSTER COMMUNITY CENTRE

Service: There are many frail older people, people with disabilities and carers living in the Marrickville local government areas who require assistance to continue living in their own homes.

Volunteer Positions:

- ◆ Volunteer Home Visitors

Job Descriptions:

Volunteer Home Visitors: Volunteer Home Visitors are required to visit frail aged people or people with a disability in their home or accompanying these to social gatherings or activities.

Training and Support: Volunteers are also to attend meetings and training.

Volunteer Hours: **Volunteer Home Visitors: Ongoing—Flexible**

Areas Served: Lewisham and Summer Hill.

DAY CARE CLUBS



IRON COVE DAY CLUB

Service: The Club provides centre-based respite and social activities for the frail aged living in the Inner West. This program is primarily for older people with mobility problems and allows them to get out of their homes once a week and attend an activity / social based club.

Volunteer Positions:

- ◆ General Assistant
- ◆ Volunteer Bus Assistant

Job Descriptions:

General Assistant: To assist with tea, lunch and activities program, as requested such as moving equipment, handing out games etc.

Volunteer Bus Assistant: A bus assistant is needed to assist the clients onto and off the Council Bus, and to and from their front door if required

Training and Support: Ongoing Training and Support.

Volunteer Hours: Mondays from 9.30am - 1.30pm.

Areas Served: Drummoyne

KINDILAN DAY CENTRE

Service: Kindilan Day Care Centre provides centre based respite for people who are frail aged and their carers.

The centre provides a high level of care, complemented by an activity program, with a focus on socialization and maintenance of daily living skills.

Volunteer Positions:

- ◆ Activity Assistant

Job Descriptions: Volunteers will assist with activities in the day centre and serving lunch, talking to clients.

Training and Support: Ongoing training and support

Requirements:

- Have an understanding of frail aged
- Own Transport

Volunteer Hours: Wednesday; Thursday and Friday—10am to 2pm.

Areas Served: Concord

KALPARRIN DAY CENTRE

Service: Kalparrin provides centre-based respite (a break) for people with moderate to severe dementia and their carers.

The centre provides a high level of care, complemented by an activity program, with a focus on socialization and maintenance of daily living skills.

Volunteer Positions:

- ◆ Activity Assistant

Job Descriptions: Volunteers will assist with activities in the day centre and serving lunch, talking to clients.

Training and Support: Ongoing training and support

Requirements:

- Good Communication skills
- Interest and positive attitude to aged care
- Friendly Nature
- Own Transport

Volunteer Hours: Monday thru to Friday from 10am to 2pm.

Areas Served: Concord

YARALLA DAY CLUB

Service: The Club provides centre-based respite and social activities for the frail aged living in the Inner West. This program is primarily for older people with mobility problems and allows them to get out of their homes once a week and attend an activity / social based club.

Volunteer Positions:

- ◆ General Assistants

Job Descriptions:

The assistant is a member of the volunteer team who help the coordinator as required in the organisation and running of the weekly program.

Duties may include the preparation and/or serving of morning tea and lunch, setting up the hall for the mornings events, clearing away at the end of the day and help with and participate in various activities during the morning.

Training and Support: On-going Support and Training

Volunteer Hours: Mondays - 5 ½ hours

Areas Served: Concord

ENGLISH TUTORS



SPEAKERS CORNER

Service:

The Speakers Corner Program has been jointly developed by CASS, Community Services Burwood Council and Volunteer Network as a resource for Chinese people in our community to enhance their English conversation skills.

Volunteer Positions:

- ◆ English Conversation Volunteers

Job Descriptions:

The Speakers Corner Program is seeking Volunteers for their Speakers Corner Program, volunteers are to engage members of the Chinese community in English Conversation on a range of topics to help them to enhance or practice their English skills in a socially informational environment.

Training and Support:

Information / Training Session held on Wednesday 23rd September at 10am.

Commitment:

6 months

Requirements:

- Good Communication and English speaking skills, be able to discuss a range of topics confidently and show an aptitude/willingness to listen as well as speak and to have an interest in other cultures.
- Volunteers are required to attend all Interview / Training / Orientation sessions before being permitted to participate in the program.
- Accept instruction and supervision positively
- Show reliability and punctuality

Volunteer Hours:

Wednesday—10am to 12pm

Areas Served:

Burwood

THE SMITH FAMILY (Home Tutor Scheme)

Service:

The Home Tutor Scheme is a part of the Adult Migrant English Program, helping eligible adult migrants and refugees who cannot attend English classes.

The scheme provides training and support for volunteer tutors who help migrants and refugees to learn English in their home and also learn about life in Australia.

You will develop new skills, meet people from a wide range of backgrounds, learn about other languages and cultures and help migrants and refugees learn English and become part of the Australian Community.

Volunteer Positions:

- ◆ Home Tutor

Job Descriptions:

Volunteers will be trained and then matched with newly arrive migrants and refugees from non-English speaking backgrounds, to provide one-on-one English tuition in the students' home.

Training and Support:

Training is provided (Surry Hills).

Commitment:

6 months

Requirements:

- Speak and write English proficiently
- Relate to people from different backgrounds and be able to appreciate the difficulties of living in a community in which you don't speak the language.

(You do not need to speak another language or be a teacher)

Volunteer Hours:

1-2 hours a week

Areas Served:

Inner West

SPARK

(St Vincent de Paul Society Assisting Refugee Kids)

Service:

SPARK provides curriculum, social and cultural support to newly arrived refugee children and their families.

Volunteer Positions

- ◆ Volunteer Primary School Tutors
- ◆ Volunteer Teachers

Job Descriptions:

Volunteer Primary School Tutors:

SPARK is seeking Volunteer Primary School Tutors to provide Kindy – Year 6 refugee children with academic and general English support. Implement age appropriate games and activities for the participants on the SPARK program.

Volunteer Teachers:

SPARK is seeking Volunteer Teachers to provide support for the refugee parents through practical and English lessons.

Training and Support:

- Initially there will be a training program where volunteers are trained in:
- Volunteering for SPARK
- St Vincent de Paul Society
- Refugee Issues
- Manual Handling and Office Safety Essentials
- Child Protection

Volunteer Hours:

3 – 4pm once a week

Areas Served:

Auburn; Pendle Hill; Wentworthville; Parramatta and Merrylands

ST JOHN AMBULANCE AUSTRALIA

Service:

St John Ambulance Australia is a self-funding charitable organisation active in all states and territories, dedicated to helping people in sickness, distress, suffering or danger.

Volunteer Positions

- ◆ Program to Aid Literacy (PALs) Volunteer

Job Descriptions:

St John Ambulance Australia is seeking Volunteers to provide assistance to primary school students to improve their literacy skills and maintain skill levels through regular volunteer service.

Work one-to-one or in small groups as negotiated with school personnel with primary school students, helping the development of literacy skills.

Maintaining skills level through regular attendance at the school and practical use of learned skills sets

Assisting in the evaluation of the program via the annual PALs Report.

Training and Support:

Volunteers complete a four day accredited Program To Aid Literacy Course. This equips you with the skills and strategies to independently conduct a one hour session with fun activities to support literacy and to develop a child's self esteem. Volunteers are trained to support children in small groups or in a one to one environment.

Volunteer Hours:

School Terms – School hours – 1 hr a week

Areas Served:

Sydney

FAMILY SERVICES



GOOD BEGINNINGS

Service:

Good Beginnings believes in encouraging parents in their very important job raising children. We offer programs that build on the strengths of families with babies and young children, and promote strong cohesive communities.

Volunteer Positions:

- ◆ Playgroup Helper

Job Descriptions:

Competencies:

- Parenting skills
- Communication skills
- Open, nonjudgmental manner
-

General Duty Statement:

- Support children's participation in the session
- Role-model appropriate play behaviours
- Provide practical assistance to staff
- Affirm and listen to parents
- Help to maintain the environment in good order.
- Work alongside families supporting them in their parenting role in a non-intrusive manner
-

Responsibilities:

- Work within the philosophy and principles of Good Beginnings
- Offer support (non-directive, affirming, listening) and when requested, information to parents to reinforce parenting skills
- Use opportunities to inform the parent(s) about local services available to them
- Attend all training sessions and actively participate in subsequent group meetings
- Adhere to Good Beginnings policies and procedures
- Maintain and keep accurate records
- Adhere to "Commitment to the Program"
- Be regular and consistent in their work with parents
- Identify additional needs and/or concerns and raise these with the program coordinator
- Maintain confidentiality
- Strive to be accepting, non-judgemental, confident and caring

Benefits:

- Meet new people
- Learn about community resources
- Develop new skills
- Increase self-esteem and confidence
- Build community links
- Apply skills and talents
- Assist others

Training and Support: Attend all training sessions and actively participate in subsequent group meetings.

Volunteer Hours: Ongoing 2 –3 hrs (Tuesday & Wednesday mornings)

Areas Served: Ashfield

SOCIAL SUPPORT



COMPEER PROGRAM

Service: Compeer volunteers provide friendship to people living with a mental illness, making a real difference to their quality of life. By volunteering for Compeer, you can help destigmatise mental illness and provide a fun and social opportunity you a supportive friendship for someone who is lonely.

Volunteer Positions:

- ◆ Compeer Friend

Job Descriptions: Compeer are looking for friendly and accepting male and female volunteers aged 25+ to spend about an hour a week, one-on-one with a friend in the Sydney metro area, who is living with a mental illness. Friends are matched according to similar age, location in Sydney and will be of the same gender.

Taking part in the Compeer program is flexible, enjoyable and rewarding. Volunteers are asked to spend 4 hours a month for a least one year with their Compeer friend, taking part in one-on-one activities such as having coffee, going to the movies, taking a walk in the park of whatever the friends decide to do together.

Compeer is an award-winning international program which provides training and ongoing support for volunteers.

Training and Support: Two days Compeer training provided over two Saturdays.

Commitment: 4 hrs a month for at least 1 year.

Requirements: Licence; Car; Training

Volunteer Hours: Ongoing – 4 hours per month, anytime, **Areas Served:** Inner West

THE ELLA CENTRE (AGED DAY CENTRE)

Service:

The Ella Centre operates Centre Based Day programs for the aged. It is a social program for frail aged people living in the Inner West.

Volunteer Positions:

- ◆ Aged Day Centre Program Assistant

Job Descriptions:

The Ella Centre is seeking Volunteers to work with staff to provide social support for their frail aged clients. Types of Activities include: morning tea & lunch; outings; exercises; games and art & craft.

All expenses are covered by the program.

Meet some great supportive people and have **FUN** doing something worthwhile!

Training and Support: Ongoing training and support.

Commitment: 6 months to 12 months

Requirements: N/A

Volunteer Hours: Thursday & Friday – 4 hrs per day

Areas Served: Haberfield

INNER WEST NEIGHBOUR AID

Service: Neighbour Aid is a service that helps the frail aged, people with disabilities and the people who care for them by providing volunteer assistance to help these people live in their own homes rather than in nursing homes or hostels.

Volunteer Positions:

- ◆ Mini Outings Volunteers
- ◆ Social Support Volunteer

Job Descriptions:

Mini Outings: Small outings that run for 4-5 hours with a paid staff member who drives the bus provides transport and supervision to a local café, place of interest or matinee show.

Inner West Neighbour Aid is seeking Mini Outing Volunteers to assist with transport or join in for the day's activities.

Social Support Volunteer:

Provide social support (Cup of Tea and a Chat) to a person who is frail aged or disabled and

- living independently in the community.
- living in a local residential aged care facility (Nursing Home).

Work with a team of volunteers once a fortnight on a Sunday to provide group activities to people residing in a residential aged care facility in Drummoyne.

Assist staff in providing clients living at home outings into the community. Outing tend to run for 4-5 hours. Weekly and fortnightly volunteer needed for weekdays.

Training and Support: Volunteers are orientated to their positions and must attend a minimum of 2 training sessions per year.

Requirements:

- Every volunteer must have a police check and provide 100 points of identification.
- If a volunteer wishes to drive a client their car must be comprehensively insured.

Commitment: 6 months to 1 year

Volunteer Hours:

Mini Outings Volunteers: Tuesdays – 3 to 4 hrs starting at 9.30am

Social Support Volunteer: Ongoing—7 days (Sunday thru to Saturday)

Areas Served: Inner West area – varies monthly.

INNER WEST COMMUNITY TRANSPORT

Service: Providing transport options for frail aged, younger people with disabilities and their carers in our local community.

Volunteer Positions:

- Volunteer Shopping Centre Client Assistant
- Appointment Volunteer Client Assistants

Job Descriptions:

Volunteer Shopping Assistants: assists clients with their shopping. The Volunteer will assist clients with their fortnightly shopping requirements in the shopping centre.

Appointment Volunteer Client Assistants: to assist and escort clients to appointments. The Volunteer will assist clients from vehicles to venue and to return client to vehicle on completion of appointment.

Training and Support:

- ◆ Liaise with the Services Co coordinator and other paid/unpaid staff in a professional way that supports the efficiency and philosophy of the service.
- ◆ Attend team meetings and training sessions as required
- ◆ Maintain safe working conditions as per Occupational Health and Safety Standards.
- ◆ Participate in the Annual General Meeting, Planning Day and other relevant functions as required.

Commitment: 6 months to 1 year

Requirements:

- An adequate degree of physical fitness [a doctor's certificate may be required for verification]
- Understanding of needs of frail aged, people with disabilities, people from diverse cultural and linguistic backgrounds and special needs groups
- Good communication skills
- Ability to work unsupervised and as part of team
- Relevant experience
- Punctuality and reliability
- Basic shopping skills – eg: can read docketts, receipts, labels

Volunteer Hours:

Monday to Friday – Irregular hours as advised by the IWCT Services Coordinator

Areas Served:

Inner West area.

LUCAS GARDENS SCHOOL

Serviced: Lucas Gardens School is committed to innovative and quality education for students who have multiple disabilities.

We strive to provide a safe, caring and happy environment where students can learn and grow through a vast range of stimulating experiences.

This is a Special School

- where children's needs are respected and catered for
- where children can communicate without speech
- where children are encouraged to feel, not just touch
- where children learn to listen, not just hear where children can see not just look

Volunteer Positions:

- ◆ Classroom Assistant
- ◆ Community Access
- ◆ Hydrotherapy Assistant

Job Descriptions:

Volunteers become valued members of the class and may choose to work with one particular class of students, or work across the whole school. Volunteers are never asked to perform any task which they are not comfortable and are at all times under the direct supervision of class staff. Student's ages range from 4 years to 18 years.

Classroom Assistant: Volunteers are required to assist in the general classroom operations at Lucas Gardens School.

Assist young children with disabilities in the classroom. Read stories, help feed, help with physical exercises.

Community Access: Volunteers are required to provide community access for students at Lucas Gardens School on a Monday to Wednesday. The students have disabilities, and are aged from 13-17 years of age. Students have very limited mobility skills and are all in wheelchairs.

Volunteers to assist teachers to take students in wheelchairs on community outings. Push wheelchairs and assist students to do shopping .

Hydrotherapy Assistant: assist staff in hydrotherapy spa. Volunteer will assist children with disabilities in their aquatic physiotherapy exercises. Volunteer needs to wear swimming cap & rash vest in spa

Training and Support: Training and Support from the school staff and be under the supervision of the class teacher.

Commitment: 6 months to 1 year

Volunteer Hours: Monday to Wednesday—5 hours

Areas Served: Canada Bay

MARY MACKILLOP OUTREACH

Serviced: Mary MacKillop Outreach (MMO) offers pre-vocational skills training, recreational and educational programs for people living with a mental illness and/or disability, many of whom reside in licensed boarding houses and group homes in Sydney's Inner-West. These persons are among the most vulnerable in our society. Most have few supports and little, if any, contact with their families.

Volunteer Positions:

- ◆ Volunteer Day Program Activities Assistant
- ◆ Community Based Outing Assistants
- ◆ Bus Outing Assistant

Job Descriptions:

Volunteer Day Program Activities Assistant: Day program activities assistants are needed to assist people living with a mental illness in the Inner West area of Sydney.

The Activities Assistant will provide support and assistance to the service users attending Mary MacKillop Outreach during weekday programs. The activities may include art therapy, cooking, leisure sports, computing, beauty therapy, literacy & numeracy and facilitating discussion groups etc.

Community Based Outing Assistant: to provide support and assistance and friendship to people living with a mental illness and / or disability to attend a small group activity to which includes activities such as going to the movies; bowling; going shopping; going to parks; beaches and cafes and many more places.

Bus Outing Assistant: Bus outing volunteers are needed to support clients with a mental illness and / or disability on daily bus outings.

The bus outing volunteer will provide friendship, support and activities to the service users on bus outings to parks, picnic areas, beaches etc. They will also assist the driver in ensuring the safety and comfort of the service users while on the outing.

Training and Support: Ongoing Training is provided on the job

Commitment: 6months to 1 year

Requirements: Ability to work as a part of a team, to be open and flexible and understanding.

Volunteer Hours:

Community Based Outing Assistant: Monday to Friday - 9.30am to 2.30pm

Volunteer Day Program Activities Assistant: Tuesday to Thursday - 10am to 2pm

Bus Outing Assistant: Monday to Friday—10am to 2pm

Areas Served: Lewisham

SPECIAL OLYMPICS AUSTRALIA

Serviced: Special Olympics Australia (SOA) provides year-round sports training and competition to people with an intellectual disability. There are currently 47 regions across Australia running a variety of sports for children and adults. The sports that are offered vary and depend upon the interests of the athletes, availability of coaches and suitable sporting facilities.

Volunteer Positions:

- Sport Coaches
- Sport Assistants
- Sport Co-coordinators

Job Descriptions:

Sport Coaches: Special Olympics are seeking Sports Coaches to support and assist and encourage people with intellectual Disability to participate in sports training and to conduct, plan and implement sporting sessions in sport of interest.

Sport Assistants: Special Olympics are seeking Sports Assistants to support and assist athletes with an intellectual disability to participate in sporting sessions in a range of sports. Encourage participation and assist coaching in running sessions.

- | | |
|-------------------|--------------|
| • Athletics | • Tennis |
| • Bocce | • Cricket |
| • Gold | • Basketball |
| • Ten-pin bowling | • Soccer |
| • Softball | • Swimming |

Training and Support: Ongoing Training is provided on the job

Commitment: 6 months to 1 year

Requirements:

Sport Assistant:

- Experience or interest in working with people with a disability
- Suit students wanting experience
- Willing to undergo police check

Sport Coaches:

- Coaching qualification (Level 1 minimum)
- Experience or interest in working with people with a disability
- Willing to undergo police check

Volunteer Hours: 2 to 3 hrs per week.

Areas Served: Inner West

TOM FOSTER COMMUNITY CARE

Service:

Tom Foster Community Care provides services to older people, people with a disability and their carers who live in the Marrickville LGA areas.

Volunteer Positions:

- ◆ Social Support Volunteer

Job Descriptions:

Tom Foster Community Care is seeking a Volunteers to provide friendship to someone who is isolated and lonely.

- Home Visiting;
- Escort to appointments;
- Personal Shopping Assistance;
- Going on Outings with Clients

Training and Support:

Ongoing Training provided

Commitment: 6 months to 1 year

Requirements:

- Car is preferable but not essential
- Good communication skills

Volunteer Hours:

Monday to Friday—1-2 hrs per week

Areas Served:

Marrickville LGA areas

GARDENING / MAINTENANCE



CONSERVATION VOLUNTEERS AUSTRALIA

Service:

Conservation Volunteers Australia (CVA) is an Australia's largest volunteer conservation organisation.

CVA places volunteers on projects in urban, regional and remote locations in bush land environments.

Project activities include: Tree planting; Seed collection; Weed control; Fencing; Walking track construction; Flora and fauna surveys; Heritage restoration; Environmental monitoring

Volunteers are placed in teams of between 6 and 10 people with a qualified Team Leader. The Team Leader safely transports and manages the team and provides tools and instruction to volunteers on site.

Conservation Volunteers Australia will pick up volunteers from Central Station at 8am, drive them to the site and will drop them off back at Central Station at 4pm.

Volunteer Positions:

- ◆ Bush Carer

Job Descriptions:

Conservation Volunteers Australia welcomes everyone with a love of the outdoors and an interest in the environment.

Do you share the passion for the environment and the unique Australian Bush? If you do, perhaps coming along to volunteer with Conservation Volunteers Australia is what you are looking for.

This exciting role will take you around Sydney's most precious bush land reserves, where you will be assisting the protection through active management of the vegetation. Tasks typically include weeding, planting, track maintenance and surveying.

Training and Support:

Training and ongoing support

Volunteer Hours:

1 day per week, (8 hrs). CVA projects generally run for 5 days from Monday to Friday. Project hours are normally from 8am to 4pm daily.

Areas Served:

Bush land Reserves: Sydney Olympic Park, Blacktown, Wheeler Creek, Botany Bay, Bents Basin

INNER WEST NEIGHBOUR AID

Service: Neighbour Aid is a service that helps the frail aged, people with disabilities and the people who care for them by providing volunteer assistance to help these people live in their own homes rather than in nursing homes or hostels.

Volunteer Positions:

- ◆ Gardening

Job Descriptions: Volunteers are wanted to establish and maintain easy care gardens for frail aged, disabled and financially disadvantaged people in the Inner West.

Training and Support: Volunteers are at the forefront of service delivery. Once becoming a volunteer home visitor, regular support is provided through social gatherings, workshops and a newsletter.

Volunteer Hours: Gardening teams go out on Tuesday, Thursdays and Saturday mornings between 9am – 12 noon.

Areas Served: Inner West area

MARY MACKILLOP OUTREACH

Service: Mary MacKillop Outreach (MMO) offers pre-vocational skills training, recreational and educational programs for people living with a mental illness and/or disability, many of whom reside in licensed boarding houses and group homes in Sydney's Inner-West. These persons are among the most vulnerable in our society. Most have few supports and little, if any, contact with their families.

Volunteer Positions:

- ◆ Men's Shed Assistant

Job Descriptions: Mary MacKillop Outreach is seeking Men's Shed Assistants to assist a young blind man with the construction of woodwork kits and mechanical units while being a friend and companion.

Training and Support: All training and equipment supplied.

Volunteer Hours:

- Monday & Wednesday
- 4hrs per day
- 6mths to 1 year commitment

Areas Served: Lewisham

LUCAS GARDENS SCHOOL

Service:

Lucas Gardens School is committed to innovative and quality education for students who have multiple disabilities.

We strive to provide a safe, caring and happy environment where students can learn and grow through a vast range of stimulating experiences.

This is a Special School

- where children's needs are respected and catered for
- where children can communicate without speech
- where children are encouraged to feel, not just touch
- where children learn to listen, not just hear where children can see not just look

Volunteer Positions:

- ◆ Gardening Volunteer

Job Descriptions:

Lucas Gardens Special School is seeking Gardening Volunteers to tend their Sensory Garden. It would involve weeding; feeding and mulching.

Training and Support:

Training and ongoing support

Volunteer Hours:

Monday thru to Friday—6 hrs

Areas Served:

Canada bay



ADMINISTRATION & OFFICE WORK



CHILD ABUSE PREVENTION SERVICE

HELP PREVENT CHILD ABUSE

Service:

Support parents and alleviate family stress, to make sure that children can grow up in an environment of security, happiness and self worth.

Prevent or alleviate child abuse in all forms. Train community counsellors and case workers. Work with government and other agencies, professional and kindred workers to further the above. Educate the community about the community problem of child abuse.

Volunteer Positions:

- ◆ Telephone Support Workers

Job Descriptions:

C.A.P.S. is requiring a Volunteer Telephone Support Workers which involves support, referral and follow up, where clients request that service. The telephone service in a national, 24 hour line.

Training and Support:

- Supervision is provided in the office and on roster.
- Training is provided in-house and also in-service

Requirements:

- Must be 18 years and over
- Must undergo a police check.

Volunteer Hours:

24 hour hotline. Volunteers and staff are rostered to work from home after office hours.

Areas Served:

Ashfield

EVENTS



MS AUSTRALIA

Service: MS Australia strives for a world without multiple sclerosis through quality research and for service excellence to people with multiple sclerosis and their carers."

Volunteer Position:

- ◆ Event Volunteers (MS Sydney to Gong Bike Ride)
- ◆ Event Volunteers (MS Walk & Fun Run)
- ◆ Gift Wrapping Volunteers

Job Descriptions: Event Volunteers (MS Sydney to Gong Bike Ride): MS Australia is seeking Event Volunteers for their MS Sydney to the Gong Bike Ride. This event starts in Sydney Park, St Peters and travels south through the Royal National Park to North Wollongong.

Volunteer roles vary including:

- Rest Stop Assistants
- Registration
- Information
- Finish site crew
- Finish Line
- Course Marshals and more
- Mobile bike mechanics
- Equipment/Logistics
- Motorcycle marshals
- Start site crew

Event Volunteers (MS Walk & Fun Run): MS Australia is seeking Event Volunteers for there MS Walk & Fun Run. The Fun Run starts and finishes in Bradfield Park, Milsons Point. The Walk starts and finishes in Hyde Park offering 16km, 9km and 5km courses.

Volunteer roles vary including

- Water Stop Assistants
- Registration
- Information
- Finish Line
- Time Keeping
- Course Marshals

Gift Wrapping Volunteers: MS Australia is seeking Gift Wrapping Volunteers for there MS Borders Christmas Gift Wrapping. Volunteers work 3 – 4 hour shifts wrapping books and cd's purchased from Borders Book Stores in pairs for gold coin donations.

Training and Support: Training and support provided.

Requirements: Volunteers between the ages of 12 to 16 years must be accompanied by a parent or guardian who will also become a registered volunteer for the event. Interested volunteers under 12 years of age are ineligible to apply.

Volunteer Hours:

MS Sydney to Gong Bike Ride— Sunday 1st November;

MS Walk & Fun Run—June 2010;

Gift Wrapping Volunteers— 16th – 24th December

Area Served: Inner West

INNER WEST RELAY FOR LIFE

Service: Inner West relay for Life is a 24 hour event where people put teams of 10 to 15 people together to raise money and awareness of cancer in their local community.

The Inner West Relay for Life Committee are in the process of organizing their 7th Relay which will be held at Sid Richards Oval at Concord RSL on the 30th October, 2009.

Volunteer Position:

- ◆ Event Committee Members

Job Descriptions: Inner West Relay for Life are seeking Committee Members who have experience in event organizing or are willing and have the time to join the committee and take an active role to help recruit teams and sponsors for the event.

Training and Support: Training and support provided.

Volunteer Hours: They meet monthly at the moment alternately on a Monday or Tuesday night at Concord RSL at 7pm for 1.5 to 2 hours. Closer to the event there will be fortnightly meetings.

Area Served: Concord

CANTEEN

(THE AUSTRALIAN ORGANISATION FOR YOUNG PEOPLE LIVING WITH CANCER)

Service: CanTeen— The Australian Organisation for Young People Living with Cancer will be holding National Bandanna Day, our Annual Fundraiser and Awareness Day on Friday 30th October, 2009.

Volunteer Position:

- ◆ Volunteer Fundraisers

Job Descriptions: CanTeen is seeking volunteers (friends and family) to help sell bandannas around various locations throughout Burwood.

Training and Support: Training and support provided.

Volunteer Hours: The main areas are:

Burwood Westfield: Volunteers will set up a stall from 9am to 5pm and sell bandannas.

Burwood Train Station: Volunteers will be asked to roam predominately during peak hours (7am—9am and 4pm-7pm) and sell bandannas.

Area Served: Burwood

FUNDRAISING



WHITE WREATH ASSOCIATION LTD

Service:

White Wreath Association Ltd supports those suffering with Mental Illness and especially those who are suicidal. They have a Chat Line on their Website and keep in touch with people via Newsletters; Phone and Email.

Volunteer Positions:

- ◆ Marketing / Fundraiser

Job Descriptions:

Fundraiser: White Wreath is currently requiring experienced persons to organize fundraising events with marketing abilities.

Volunteer must have initiative, drive and to be able to work on their own will have full support of Head Office.

Training and Support:

Full training via email and telephone

Requirements:

- Must speak English fluently
- Be well presented
- Good manners
- Reliable

Volunteer Hours:

Weekdays & Weekends / Anytime

Areas Served:

Inner West

OTHER VOLUNTEER WORK



SPECIAL OLYMPICS

Service:

Special Olympics (SO) is an international organisation providing year-round sports training and competition to people with an intellectual disability.

Volunteer Positions:

- ◆ Committee Members

Job Descriptions:

Special Olympics are seeking new Committee Members who can bring skills / experience to form a new Special Olympics Region in Sydney's Inner West.

Committee members are new need knowledge of:

- Organising Events
- Sports Programs
- Fundraising
- Volunteers

Skills:

- Sports knowledge
- Fundraising experience
- Knowledge of disability networking

Volunteer Hours:

Once a month (Evenings)

Areas Served:

Petersham

ST JOHN AMBULANCE AUSTRALIA

Service: St John Ambulance Australia is a self-funding charitable organisation active in all states and territories, dedicated to helping people in sickness, distress, suffering or danger.

Volunteer Positions

- ◆ Community Care Immunisation Volunteer

Job Descriptions: St John Ambulance Australia is seeking Volunteers to provide assistance to the NSW Health Department Immunisation Teams to deliver the NSW Adolescent Vaccination Program in all high schools.

Volunteers help with administrative requirements as well as providing emotional support to the children. There are no medical duties undertaken by volunteers.

Key Accountabilities:

- Work consistently with organisational protocols and guidelines.
- Conduct all work within the prescribed St John National Code of Conduct and the NSW Health Code of Conduct.
- **Attend only the duty where the volunteer has been confirmed by the Community Care Office as having been registered to attend that specific duty.**
- Report to the Department of Health Immunisation Team Leader **at 0900 (or other time as otherwise informed)** and assist, as directed, with the conduct of school-based immunisation service by:
 - Assist with the queuing of children outside the clinic.
 - Check that all children have their Consent Form and in winter have the appropriate arm out of their jumper.
 - Providing support to any frightened children.
 - Assist with any paperwork as directed by the Team Leader.
 - Advise the team Leader promptly of any signs of ill-health in children after the immunisation.
 - Assemble children to return to their classroom.

NB – No medical practices are required as part of the volunteer duty.

Essential:

- Have successfully completed the Immunisation Program Course
- Be accepted as an Immunisation Program member.
- Be available during school hours
- Not be a 'prohibited person' according to NSW Child Protection legislation.
- Have to be over 18 yrs old.
- Commitment of 6 months.

Training and Support: Volunteers undertake an accredited Immunisation Program Course. The course equips volunteers with knowledge of the different vaccinations given as well as skills to work effectively with children. The one day course is free of charge and participants receive a handbook. And to attend Volunteer Support meetings.

Volunteer Hours: School Terms – School hours – 1 hr a week

Areas Served: Sydney

WHITE WREATH ASSOCIATION LTD

Service:

White Wreath Association Ltd is a Voluntary / Charitable organisation supporting victims of suicide and those suffering mental illness. White Wreath also advocates changes to present mental health system.

White Wreath Association Ltd support those suffering with Mental Illness and especially those who are suicidal. They have a Chat Line on there Website and keep in touch with people via Newsletters; Phone and Email.

Volunteer Positions:

- ◆ Letterbox Distributors
- ◆ White Wreath - Coordinator
- ◆ Grant Writer

Job Descriptions:

Letterbox Distributors: White Wreath is currently seeking volunteers required to organize and collate our information and then distribute in letterboxes.

White Wreath - Coordinator: White Wreath is currently seeking volunteers to seek and co-ordinate volunteers for 29th May 2009 White Wreath Day—In Remembrance of All Victims of suicide a Door Knock Appeal.

Grant Writer: White Wreath is currently seeking a person who has experience in Grant Writing to source and seek out Grants that White Wreath Association Ltd maybe eligible for.

Training and Support:

Full training via email and telephone

Volunteer Hours:

Weekdays & Weekends / Anytime

Areas Served:

Inner West

OTHER USEFUL INFORMATION

Volunteer Network website:

www.volunteernetwork.org.au/

Many agencies register volunteer vacancies with volunteering NSW.

Contact Volunteering NSW

PHONE: 1300 301 018

Go volunteer is a national volunteer recruitment web site,
associated with Volunteering Australia.

www.govolunteer.com.au

Act now is designed for young people (16-35 years) who'd like to
volunteer.

www.actnow.com.au

Volunteering NSW site includes all the latest news on volunteering.

www.volunteering.com.au