

# South East Neighbourhood Centre

## Volunteer Activity Statements 2008

No:	Activity	Program	Positions Available
1.	Bus Assistant	Community Transport	On call (to fill-in)
2.	Companion	Social Support	Casual positions available
3.	Arts / Crafts Teacher	Neighbourhood Centre	If you have art / craft skills – Tell us about it!
4.	English Teacher	Neighbourhood Centre	Yes
5.	Group Facilitator	Neighbourhood Centre	If you have an idea for a group – Tell us about it!
6.	Home Visitor	Social Support	Yes
7.	Board of Directors	Neighbourhood Centre	No
8.	Office Assistant	Neighbourhood Centre	Yes
9.	Shopping Assistant	Community Transport	On call (to fill-in)
10	Newsletter Workgroup	Neighbourhood Centre	Must obtain permission from group.
11	Computer Support	Neighbourhood Centre	Yes
12	Stroke Talking & Recovery (S.T.A.R)	Social Support	Yes

**If there is an activity you are really interested in but is currently unavailable – put it down on your application form!  
When the job becomes available we can contact you!**

This Volunteer Activity Statement may be reviewed and /or amended in consultation with the Management.

# **SENC Volunteer Activity Statement**

**Activity Required:**                      **Bus Assistant.**

**Program:**                                      **Community Transport.**

**Responsible to:**                      **Community Care Coordinator.**

**Reports to:**                                      **Transport Administrator.**

---

## **Duties & Responsibilities:**

- To provide assistance, social interaction, care and support to clients / carers.
- To assist the Coordinator / Administrator with group activities.
- Report to Coordinator / Administrator monthly or more frequently if required to discuss issues, and to provide feedback on clients /carers needs and service delivery.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- To take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum six [6] hours per day.
- Monday though Friday.
- 9 a.m. to 3 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

<b>Activity Required:</b>	<b>Companion.</b>
<b>Program:</b>	<b>Social Support.</b>
<b>Responsible to:</b>	<b>Community Care Coordinator.</b>
<b>Reports to:</b>	<b>Social Support Administrator.</b>

---

## **Duties & Responsibilities:**

- Provide support to people on an occasional and / or permanent basis.
- Accompany people to appointment destination or other places.
- To promote and develop an ongoing relationship with the client and their carer that is appropriate, caring and reliable.
- Report to Coordinator / Administrator monthly or more frequently if required to discuss issues, and to provide feedback on clients /carers needs and service delivery.
- To be punctual and reliable, and report to the Coordinator / Administrator if any problems occur, so that the client can be notified.
- Collect fees from clients, issues receipts and return money to SENC where necessary.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per week.
- Monday through Friday.
- 9.00 a.m. to 5 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

**Activity Required:**                      **Craft Teacher.**

**Program:**                                      **South East Neighbourhood Centre.**

**Responsible to:**                              **Manager.**

**Reports to:**                                      **Generalist Worker.**

---

## **Duties & Responsibilities:**

- To conduct craft workshops for the community.
- Develop and implement work plans for program.
- Maintain attendance records and enrolments of students.
- Maintenance of equipment and facilities as required.
- Assist people to integrate and access the community.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per week.
- Four [4] terms per year of ten [10] weeks each.
- Mondays through Fridays.
- 9.00 a.m. to 5.00 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

**Activity Required:** English Teacher.

**Program:** South East Neighbourhood Centre.

**Responsible to:** Manager.

**Reports to:** Generalist Worker.

---

## **Duties & Responsibilities:**

- To conduct English classes and / or conversation classes for the community.
- Assist people from Non-English Speaking Backgrounds to integrate and access community options.
- Prepare lessons and materials for the classes.
- Report to Manager / Generalist Worker monthly or more frequently if required to discuss issues, and to provide feedback on students needs and service delivery.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum Two [2] hours per week.
- Four [4] terms per year of ten [10] weeks each.
- Mondays through Fridays.
- 9.00 a.m. to 5.00 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

<b>Activity Required:</b>	<b>Group Facilitator.</b>
<b>Program:</b>	<b>South East Neighbourhood Centre.</b>
<b>Responsible to:</b>	<b>Manager.</b>
<b>Reports to:</b>	<b>Generalist Worker.</b>

---

## **Duties & Responsibilities:**

- To facilitate groups for the community on behalf of the Neighbourhood Centre.
- Assist people from the community to integrate and access the community.
- Report to Manager / Generalist Worker monthly or more frequently if required to discuss issues, and to provide feedback on groups needs and service delivery.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per week.
- Monday through Friday.
- 9 a.m. to 5 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

<b>Activity Required:</b>	<b>Home Visitor.</b>
<b>Program:</b>	<b>Social Support.</b>
<b>Responsible to:</b>	<b>Community Care Coordinator.</b>
<b>Reports to:</b>	<b>Social Support Administrator.</b>

---

## **Duties & Responsibilities:**

- To provide assistance either within the home or while accessing community services or facilities.
- The activity is to meet the clients / carers need for social contact and / or accompaniment in order to participate in community life.
- To promote and protect an ongoing relationship with the client / carer.
- Report to Coordinator / Administrator monthly or more frequently if required to discuss issues, and too provide feedback on clients / carers needs and service delivery.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum one [1] or two [2] hours weekly.
- Monday through Friday.
- 9.00 a.m. to 5.00 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

<b>Activity Required:</b>	<b>Director.</b>
<b>Program:</b>	<b>South East Neighbourhood Centre.</b>
<b>Responsible to:</b>	<b>Board of Directors.</b>
<b>Reports to:</b>	<b>Board of Directors.</b>

---

## **Duties & Responsibilities:**

- Assist the Chairperson, Vice Chairperson, Secretary and / or Treasurer in undertaking their duties.
- Manage and support the services of the Neighbourhood Centre when requested to by the Board of Directors.
- Manage and support members, clients, staff and volunteers of the Neighbourhood Centre when requested to by the Board of Directors.
- Provide leadership and commitment to the aims and objectives of the Centre.
- Ensure that the Neighbourhood Centre adheres to governance principles.
- Be a member of and / or chair sub-committees / task groups as required.
- Authorise documents on behalf of the Neighbourhood Centre as required.
- Act as a spokesperson when requested by the Board of Directors.
- Attend Board of Directors meetings and other meetings as required.
- Comply with the South East Neighbourhood Centre's Policies and Procedures.
- Attend training courses as required.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per month.
- Third Wednesday of each month attend Board of Directors meetings.
- 4 p.m. to 6 p.m.

**NB: A Board of Directors volunteer is elected yearly by the Membership of the South East Neighbourhood Centre.**

**This Volunteer Activity Statement may be reviewed and /or amended in consultation with the Management.**

# **SENC Volunteer Activity Statement**

**Activity Required:** Office Assistant.

**Program:** South East Neighbourhood Centre.

**Responsible to:** Manager.

**Reports to:** Centre Administrator.

---

## **Duties & Responsibilities:**

- Attend general enquiries, answer telephones and other reception duties.
- General clerical duties including word processing, mail, surveys, faxes, Internet, filing, etc.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per week.
- Monday through Friday.
- 9 a.m. to 5 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

**Activity Required:**                      **Shopping Assistant.**

**Program:**                                      **Community Transport.**

**Responsible:**                                **Community Care Coordinator.**

**Reports to:**                                    **Transport Administrator.**

---

## **Duties & Responsibilities:**

- Assist client /carer shopping on a regular basis, paying bills, postage, etc.
- Report to Coordinator / Administrator monthly or more frequently if required to discuss issues, and to provide feedback on clients / carer needs and service delivery.
- To promote and protect an ongoing relationship with the client /carer.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per fortnight.
- Thursdays and Fridays.
- 9.00 a.m. to 1.00 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

**Activity Required:** Newsletter Workgroup

**Program:** South East Neighbourhood Centre.

**Responsible to:** Manager.

**Reports to:** Centre Administrator.

---

## **Duties & Responsibilities:**

- To edit and publish newsletters for South East Neighbourhood Centre.
- To make sure that the newsletters are professional and meet the requirements of the organisation.
- To collect articles from the team members and others for newsletters.
- To attend Team meetings and other meetings as required.
- To be a member of the Newsletter Workgroup as required.
- To ensure that administration tasks are completed as directed.
- To attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum Two [2] hours per month.
- Mondays through Fridays.
- 9.00 a.m. to 5.00 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

<b>Activity Required:</b>	<b>Computer Support.</b>
<b>Program:</b>	<b>South East Neighbourhood Centre.</b>
<b>Responsible to:</b>	<b>Manager.</b>
<b>Reports to:</b>	<b>Centre Administrator</b>

---

## **Duties & Responsibilities:**

- To investigate the areas of concern related to computers and network within the organisation
- To trouble-shoot and support a computer system in the organisation
- To support staff members with using Information Technology and equipment
- To install new applications and update existing programs.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- Minimum two [2] hours per week.
- Monday through Friday.
- 9 a.m. to 5 p.m.

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**

# **SENC Volunteer Activity Statement**

**Activity Required:**                      **Stroke Talking & Recovery (S.T.A.R)  
Volunteer**

**Program:**                                      **Social Support**

**Responsible to:**                              **Community Care Coordinator**

**Reports to:**                                      **Social Support Administrator**

---

## **Duties & Responsibilities:**

- To provide assistance within the client's home
- The activity is to meet the client's need for social contact and to assist with simple communication exercises for stroke affected clients who have (training provided)
- To promote and protect an ongoing relationship with the client
- Report to Coordinator / Administrator monthly or more frequently if required to discuss issues, and too provide feedback on clients / carers needs and service delivery.
- To ensure that administration tasks are completed as directed.
- Attend training courses as required.
- To carry out other reasonable tasks as directed.
- Uphold privacy and confidentiality.
- Take reasonable care of the health and safety of themselves and others.
- Cooperate with SENC in their efforts to comply with OHS requirements.

## **Commitment Level:**

- One [1] hour per week.
- Monday through Friday.
- Between 9:00AM and 5:00PM

**This Volunteer Activity Statement may be reviewed and /or amended in  
consultation with the Management.**