Volunteering in the Clunes Community

Clunes is a strong and dynamic community, and its Neighbourhood House aims to provide a focal point for community connection, involvement, and support.

The impact people have on their community through volunteering has always mattered, but the last few years have highlighted to us all, just how important volunteering is for our community – as well as for ourselves.

This is a wonderful time for you to get involved. By volunteering, you will be making a difference in the lives of those you support through your work, those you volunteer with, and—what’s just as important—you’ll be making a positive impact in your own life too.

Clunes Neighbourhood House

The Clunes Neighbourhood House Inc (CNH) is an incorporated, not-for-profit association

managed by a community Committee of Management (COM). It provides opportunities for

lifelong learning, community engagement and supports initiatives for residents of Clunes and

surrounding districts.

CNH receives funding from the Victorian Department of Human Services (DHS) via the

Neighbourhood House Co-ordination Program. It also generates income through fees for

service program of activities, courses, grants and community fundraising.

Clunes Neighbourhood House is currently a signatory to the Adult Community Education

Centres Collective Agreement 2008 / Social Community, Home Care and Disability

Services Industry Award 2010.

Mission Statement:

The purposes of the association are to:

(a) Involve the community and encourage participation and inclusion, valuing

diversity and difference at all levels of neighbourhood house operation.

(b) Identify community needs and aspirations.

(c) Determine appropriate community programs, activities and services in response to

those needs, ensuring that diversity and difference are valued.

(d) Partner with community organisations, businesses, government and philanthropic

organisations to secure appropriate funding and support.

(e) Deliver quality programs, activities and services; and

(f) Evaluate the effectiveness of all aspects of neighbourhood house operations

including: programs, practice and governance.

**VOLUNTEER ROLE DESCRIPTION**

**Position Title: Volunteer Maker**

Multiple positions

Location

Clunes Community (including BOOM, and Clunes Neighbourhood House), Clunes 3370.

Position Objective

The Volunteer Maker is a voluntary position rostered to assist Clunes Neighbourhood House prepare its Christmas floats, products for BOOM, and installations in the community.

**Key Responsibilities:**

* Working as part of a team of friendly local volunteers
* Making and assisting others in the creation of creative pieces for sale, for use in public performance, and for display.
* Helping clean up after the creative stuff has been done!
* Minimum 3 hours’ time commitment—once off or ongoing, it’s up to you.

Special Requirements of this Position:

You don’t have to be an artist to be creative. We seek people with useful practical skills, and people with creative interests too. You will need:

* Some experience and aptitude in an area of creative and/or constructive endeavour (you know how make things with specific materials—wool, wood, paint, etc.).
* An ability to follow directions in working as part of team on projects, and in maintaining a clean and safe work environment.
* Some tools of the trade, if possible, and where relevant.
* Willing kids and/or grandkids if you plan to make something crafty and fun during the holidays.

No financial delegation. Position reports to the Project Leader (CNH).

Key Skills Required:

* Basic handicraft or handy-person skills required to:
  1. Help make Christmas floats
  2. Help make wood, art, craft or sewing products for BOOM
  3. Help make installations (think creative or practical things) for outdoor spaces
* Ability to plan and self-direct a small creative project
* Ability to work in with others to meet deadlines based around CNH’s goals for community events (e.g., Christmas-related projects)
* Good time management skills

Organisational Relationships and Reviews

Reports to: Project Leader (as delegated by the Manager, Clunes Neighbourhood House).