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 Events Assistant**

Multiple positions

Location: Clunes Neighbourhood House, Clunes Free Lending Library, Attitude Ageing Well in Clunes, BOOM, and wider the community in Clunes 3370.

Position Objective

The Volunteer Events Assistant is a voluntary position rostered to assist Clunes Neighbourhood House run community events in Clunes.

**Key Responsibilities:**

* Working as part of a team of friendly local volunteers.
* Liaising and communicating with team members and other volunteers to assist in the coordination of planned events.
* Helping prepare and manage aspects of forthcoming community events (including setting up the space, liaising with site managers for access, directing members of the public, and maintaining a child-safe environment).
* Helping tidy up after the event work 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 have event management experience to volunteer! We seek people willing to learn the basics of event management. You will need:

* An ability to follow directions in working as part of team.
* Ability and willingness to work with the public in running events.
* **A current, valid Working With Children Check (please contact us if you have any questions or need assistance with this).**

**First Aid Training is a welcome attribute but not essential for this position.**

No financial delegation. Position reports to the Events Co-ordinator (CNH).

Key Skills Required:

* Ability to interact with the public in a friendly and helpful manner to ensure safe parameters, best practices, and good behaviour at community events.
* Ability to lift and carry items of up to 10 kgs.
* Ability and willingness to follow directions in performing the role of events assistant.
* An ability to follow and give directions relevant to the smooth and safe running of events.
* An awareness of child-safe practices—keeping children happy and safe is CNH’s commitment. Sessions/information on child safety will be provided at induction.

Organisational Relationships and Reviews

Reports to: Events Co-ordinator (as delegated by the Manager, Clunes Neighbourhood House).