Volunteering in the [YOUR ORGANISATION’s] Community

[YOUR ORGANISATION’s community] 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.

# [YOUR ORGANISATION]

[YOUR ORGANISATION] 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 [YOUR ORGANISATION’s community] and surrounding districts.

[YOUR ORGANISATION] 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.

[YOUR ORGANISATION] 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: Ageing Well Officer

Location: [YOUR ORGANISATION’s address or addresses].

## Position Objective

Ageing Well Officer is a voluntary position rostered to assist [YOUR ORGANISATION] support the community to maintain, sustain and evolve positive ageing activities and strategies within [YOUR ORGANISATION’s area/locality].

## Key Responsibilities:

### Assisting to maintain and strengthen existing activity programs:

* + Publishing quarterly program
	+ Assisting with COVID plans for each activity and managing administrative compliance (supported by the CNH Covid Marshall – Coordinator)
	+ Providing support to community members who are the activity coordinators for many of the programs

### Promoting and positioning existing activity programs:

* + Raising awareness (within the context of ageing well) of existing programs and the outcomes they are achieving in our community
	+ Promoting activities on social media within the community

### Raising awareness of and increasing access to support services:

* + Information sessions about service support
	+ Service pop ups in Clunes
	+ Development of collaborative opportunities with stakeholders to improve access, use and quality of support services in Clunes

## Key Performance Indicators:

### Conversion to participation

* Followers
* Reach
* Participants in activities
* Demographic mix of participants
	1. cross section from 60 – 85 years;
	2. intergenerational

### Positioning

* Publication
* Followers
* Reach

## Special Requirements of this Position:

Print material to be approved by Manager prior to distribution. No financial delegation. Position reports to the Manager.

## Key Skills Required:

* Good people/communication skills
* Good research skills
* Good organisational skills

## Organisational Relationships and Reviews

Reports to: Coordinator in absence of Manager.