

## CUMBERLAND COUNCIL VOLUNTEER POSITIONS

### ENGLISH CONVERSATION CLASS TUTOR

English conversation class tutors work with small groups of people to improve their understanding and everyday use of English. Classes are held throughout the week during library opening hours at Auburn Library, Merrylands Library, Guildford Library, Granville Library, Regents Park Library, Lidcombe Library, and Auburn Centre for Community and Berala Community Centre.



#### **Responsibilities:**

- Help adults to improve their level of English conversation in a friendly environment
- Conduct English Conversation Classes
- Encourage adults and their families to join the library and use its many services and programs
- Prepare lessons (use of photocopier, computer)

#### **What you need:**

- Ability to work with people from culturally and linguistically diverse backgrounds
- Excellent communication skills
- Commitment to helping others learn
- Completion of Mission Australia Tutor training (provided by Council) or previous experience/qualifications

### READING BUDDIES ASSISTANT MUST COMPLETE A FREE WWCC

Reading Buddies provide one-on-one reading assistance to school aged children. This program is available in most Cumberland Libraries, not all. Availability varies each term.



#### **Responsibilities:**

- Help engage children in reading
- Create a positive experience for all children attending the program
- Help children learn to read and practice their reading in a safe and supported environment

#### **What you need:**

- Excellent communication skills
- Encouraging and positive attitude

- Able to communicate with children
- To obtain a Working With Children check prior to commencing

## JUSTICE OF THE PEACE (JP)

Volunteers interested in volunteering as a JP must be a registered Justice of the Peace. Justice of the Peace volunteers complete JP duties with legislative requirements.

### **Responsibilities:**

- Provide JP Service

### **What you need:**

- Registered Justice of the Peace



## COMPUTER CLASS TUTOR

Computer class tutors work with one-on-one or with small groups of people to improve their understanding and everyday use of Digital Literacy. Classes are held throughout the week during library opening hours at Auburn Library and Regents Park Library. Computer Classes are held in English and other languages.

### **Responsibilities:**

- Help adults to improve their level of digital literacy in a friendly group environment
- Conduct Computer Classes covering everyday PC use on a variety of topics
- Encourage attendees to join the library and use its many services and programs
- Prepare lessons (use of photocopier, computer, projector screen)
- Make use of the Digital Hub and ensure the room is secure

### **What you need:**

- Familiarity and experience with everyday PC use.
- To be savvy with the use of common PC applications (MS office applications, Social media/online applications, etc)
- Excellent communication skills
- Commitment to helping others learn
- Ability to work with people from culturally and linguistically diverse backgrounds



## BUSHCARE VOLUNTEER

Bushcare volunteers meet monthly to take part in a variety of activities such as weed removal, planting, seed collection and flora observation, particularly around the Duck River area.

### Responsibilities:

- Weed removal and control
- Planting and revegetation works
- Fauna and flora observation and recording
- Seed collection and propagation
- Litter collection

### What you need:

- An interest in the conservation of natural areas and environmental issues
- Willingness to work as part of a team
- Hat, long-sleeved shirt and sturdy enclosed shoes



## ADMINISTRATION ASSISTANT

Roles in the Cumberland Council offices are available for qualified volunteers and offered on a bi-monthly basis. Due to high demand, volunteers are required to do a short administrative task before starting their volunteer assignment.

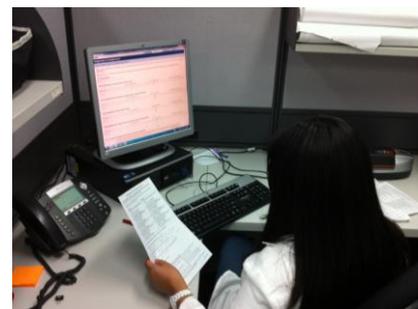
Roles vary depending on internal staff requirements and can include:

- Data administration
- Undertaking a project, such as creating a publisher document or reviewing the website and creating content
- Scanning, filing, researching information
- Assisting with mail outs
- Recording of statistics

### Responsibilities:

Tasks vary depending on internal staff requirements and can include:

- Data administration
- Undertaking a project, such as creating a publisher document or reviewing the website and creating content
- Scanning, filing, researching information
- Assisting with mail outs



- Recording of statistics

### What you need:

- Computer skills and typing ability - use of Microsoft programs including Word, Excel, PowerPoint and Outlook (calendar and e-mail)
- Accuracy and attention to detail.
- Sound written and verbal communication skills.
- Ability to work and participate cooperatively in a team environment and demonstrate support to team members.
- Ability to maintain a high degree of confidentiality in performing work duties.

### Time commitment

Administration assistant roles are available on a bi-monthly basis. Volunteers must commit to two months, either 1 or two days a week depending on tasks and projects available.

### **COMMUNITY EVENTS ASSISTANT MUST COMPLETE A FREE WWCC**

Help out at community events like the Cherry Blossom Festival and Locale Festival. Tasks will vary depending on the event but can include event set-up, providing information, onsite coordination, and event promotion.

### Responsibilities:

- On-site event coordination (event set-up, information services, evaluation, photography etc)
- Liaison with community (general enquiries assistance)

### What you need:

- Friendly manner with ability to interact with general public
- Basic computer knowledge would be useful for those wishing to be involved in pre-event planning
- Well organised person who is willing to work as part of a team
- Available weekends and/or out of hours for on-site event assistance



## CHILD CARE ASSISTANT MUST COMPLETE A FREE WWCC

### Responsibilities:

- Assist with child care programs in Council facilities.

### What you need:

- Friendly manner with ability to interact with children
- First Aid certificate may be required
- Well organised person who is willing to work as part of a team
- Available weekends and/or out of hours for on-site event assistance

## CUMBERLAND COUNCIL'S AGED & DISABILITY VOLUNTEER POSITIONS

*As a requirement of all Cumberland Council's Aged & Disability roles all team members must undergo a National Police Check which is arranged and covered by Cumberland Council. An ideal volunteer candidate will possess a genuine empathy for people, be positive and willing to learn, has the ability to communicate with people from a variety of backgrounds and is committed to volunteer on a medium or long term basis. Working arrangement is flexible.*

### ACTIVITIES VOLUNTEER – CUMBERLAND LIFESTYLE & LEISURE LINKS

#### Responsibilities:

- Peer Support Volunteers fulfil the role of Community Access Program Assistants on group outings for adults with a disability. Volunteers assist staff to deliver a safe and enjoyable social experience to participants with disability.

#### What you need:

- Commitment to working with people with a disability
- Ability to volunteer on weeknights and weekends and conduct duties of the



position or willingness to learn

- Commitment to work within the guidelines and legislation relevant to the position
- Commitment to maintain confidentiality
- Commitment to work within the practices of person-centeredness
- Able to be trustworthy, honest, patient and reliable

## **VOLUNTEER KITCHEN HAND- NUTRITION SERVICES**

### **Responsibilities:**

- Assist staff with preparation and the serving of meals and general cleaning up after meals.

### **What you need:**

- Commitment to working with elderly people and people with disabilities
- Ability to conduct duties of position or ability/willingness to learn
- Commitment to work within the guidelines/legislation relevant to this position
- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Trustworthy, patient, reliable and willing to submit to criminal record checks
- Pleasant and patient manner. Good communication skills
- Availability weekdays (10.30am – 1pm) on a roster basis
- Ability to work as a team



## VOLUNTEER DELIVERY DRIVER- NUTRITION SERVICES

### Responsibilities:

- Drive their own vehicle to transport meals in a timely and efficient manner to customers within their own homes. Fuel reimbursement will be available for successful applicants (Terms and Conditions apply).



### What you need:

- Commitment to working with elderly people and people with disabilities
- Commitment to work within the guidelines/legislation relevant to this position
- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Trustworthy and reliable
- Pleasant and patient manner. Good communication skills
- Availability weekdays (10.30am – 1pm) on a roster basis
- A valid drivers (class c) driver's licence
- Use of a registered motor vehicle
- Ability to work as part of a team

## VOLUNTEER DELIVERY ASSISTANT- NUTRITION SERVICES

### Responsibilities:

- Assist the Driver in the timely and efficient delivery of meals to customers within their own homes.

### What you need:

- Commitment to working with elderly people and people with disabilities
- Ability to conduct duties of position or ability/willingness to learn
- Commitment to work within the guidelines/legislation relevant to this position



- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Trustworthy, patient, reliable and willing to submit to criminal record checks
- Pleasant and patient manner. Good communication skills
- Availability weekdays (10.30am – 1pm) on a roster basis
- Ability to work as a team

## VOLUNTEER CENTRE BASED ASSISTANT – SOCIAL INCLUSION

### Responsibilities:

- Assist with the daily running of Community Centres at Cumberland Council (e.g. Youth and Community Centres). This includes but not limited to:
  - Crafts, games and light exercises;
  - Data administration tasks;
  - Assisting in engagement with community;
  - Assisting in set up and pack down of centre activities;

### What you need:

- Ability to Interact with individuals to enhance their well-being, e.g. conversation
- Assist staff and other volunteers with running customer activities including set up & clear away
- Safe food handling
- Knowledge of administration & activities e.g. craft preparation, laminating, decorating, phone calls
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Availability to work weekdays from 8:30am – 2pm on a roster basis and 6pm for youth centres.



## HOME VISITING VOLUNTEER – SOCIAL INCLUSION

### Responsibilities:

- Home Visiting Volunteers provide companionship and support to elderly people aged over 65 by visiting them in their own homes. 1 hour visits.

### What you need:

- Ability to follow any Safe Work Method procedures implemented for the customer's home whilst at the home and when arriving and/or leaving
- Provide companionship to customer during home visit
- Commitment to working with elderly people and people with disabilities
- Ability to conduct duties of position or ability/willingness to learn
- Commitment to work within the guidelines/legislation relevant to this position
- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Pleasant and patient manner. Good communication skills
- Availability to work weekdays (9am – 2pm) on a roster basis

## VOLUNTEER OUTINGS ASSISTANT - SOCIAL INCLUSION

### Responsibilities:

- The Outings Assistance Volunteer ensures that customers are on and off the bus in a safe manner and assists customers during outings.

### What you need:

- The ability to assist customers in getting to the toilet or getting food/drinks as required
- The ability to assist customers on and off the



- bus
- Commitment to work within the guidelines/legislation relevant to this position
- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Pleasant and patient manner. Good communication skills
- Availability to work weekdays on a roster basis

## **VOLUNTEER DRIVER - SOCIAL INCLUSION**

### **Responsibilities:**

- The Volunteer Driver ensures that customers are on and off the bus in a safe manner and assists customers during outings.

### **What you need:**

- Current Full Driver's Licence
- The ability to assist customers in getting to the toilet or getting food/drinks as required
- The ability to assist customers in and out of vehicle
- Commitment to work within the guidelines/legislation relevant to this position
- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Pleasant and patient manner. Good communication skills
- Availability to work weekdays on a roster basis

## **VOLUNTEER SHOPPING ASSISTANT – SOCIAL INCLUSION**

### **Responsibilities:**

- Shopping Assistance Volunteers pick customers from their homes and takes them to the shops to do groceries etc. for approximately 2 hours.



**What you need:**

- Vehicle with comprehensive insurance
- Full driver's license
- Assist customers in and out of car as required
- Commitment to working with elderly people and people with disabilities
- Ability to conduct duties of position or ability/willingness to learn
- Commitment to work within the guidelines/legislation relevant to this position
- Commitment to maintain confidentiality
- Knowledge of, and commitment to, the person-centred approach (or willingness to learn)
- Pleasant and patient manner. Good communication skills
- Availability to work weekdays from 9am – 2pm on a roster basis