

# VOLUNTEER JOB DESCRIPTIONS

## SOCIALISE AND INTERACT WITH CUSTOMERS

*Location:* Across Sydney

*Days:* Any day, flexible hours

Socialise, use iPads, run craft activities, gently exercise, or play games with our customers

## ASSIST CHILDREN AND YOUNG PEOPLE WITH A DISABILITY

*Location:* Head Office - Kirrawee

*Days:* Weekdays, After-school and Vacation days, Lunch-time, Saturdays

- Assist children with disability during lunch time and to participate in group activities
- Assist younger children with disability to participate in an Aqua therapy group on a Tuesday or Friday morning
- Assist with gardening outside of Mikarie Child Care Centre
- For Afterschool Care, Vacation care or Saturday Respite – assisting younger children and teenagers to participate in activities at the centre or while on an outing in the community.

Suitable for those who enjoy working with children. A Working with Children check is required.

## INCLUSIVE CLASSROOM TEACHER

*Location:* Sutherland Activity Centre

*Days:* School Holidays and some Weekdays

- Run kids' classes for children of all abilities during school holidays and some weekdays
- Classes cover a range of topics such as composting, worm farming, succulents and bush tucker. Training will be provided.

Suitable for those who are keen gardeners and landscapers and enjoy working with children. A Working with Children check is required.

## RETAIL ASSISTANTS

### Retail Assistant for Op-Shop

*Location:* Caringbah

*Days:* We currently **urgently** need volunteers to staff the shop. 4 hour shifts Mon-Sat available.

- Sales, Customer Service, Cash register use

- Merchandising & Pricing
- General Store upkeep (tidy, vacuum, dust, etc.).
- New Start allowance 15 hour volunteers welcome

### Donation Sorter for Op-Shop

*Location:* Kirrawee

*Days:* Thursday or Friday, flexible hours.

- Sorting through donated goods (clothing, accessories, small homewares, toys and books)
- Pricing
- Packing
- Storage upkeep

### Café Assistant

*Location:* Engadine

*Days:* Any Weekday

- Assist with waiting tables, serving customers and the general presentation of the café.

The Birdcage cafe is a new initiative that is set to get busy as business picks up.

## AFTER SCHOOL AND SCHOOL HOLIDAY ACTIVITIES

*Location:* Engadine Cafe

*Days:* Any Weekday 3pm-5pm or School Holidays

- Prepare, set up & run craft activities for children after school at our Engadine Café or during school holidays.
- After-school and holiday crafts is a new initiative to encourage parents to visit & stay awhile at our newly re-furbished café in Engadine.

Suitable for someone studying childcare/teaching to gain practical experience or others looking to connect with the local community.

## MUSIC & ARTS PROGRAMS

*Location:* Sutherland or Rockdale Activity Centre

*Days:* Any day, Flexible hours

- Run music appreciation workshops for customers once a month or more
- Assist with the Art with Heart program

## DRIVERS

*Location:* Engadine

*Days:* TBD with Site Supervisor

Drivers needed to assist with delivery of catering orders across Sutherland Shire.

## EVENT VOLUNTEER

*Location:* Various

*Days:* As needed

- Set up at events including moving equipment and supplies around the site
- Pack up at events including packing away equipment and supplies
- Collect donations for stall activities
- Blowing up balloons and keeping up the supply
- Selling Raffle Tickets
- Face Painting for children

## KITCHEN ASSISTANT

*Location:* Engadine Catering

*Days:* Any weekday

- Preparation of ingredients and set up of the kitchen
- Assistance with filling catering orders
- Monitoring the stove and cook top
- Cleaning up afterwards.

Suitable for someone studying hospitality or those with some cooking experience.

## MAINTENANCE & GARDEN UPKEEP

*Location:* Across Sydney

*Days:* Any weekday

Handy men and women to conduct minor repairs and general maintenance and garden upkeep at sites various sites across Sydney

## OFFICE ADMIN

*Location:* Kirrawee and Loftus

*Days:* Any weekday

- Sending out paperwork to update customers files
- Scan paperwork to the Customer Management System
- Enter information on spreadsheets
- Filing