

# Volunteers Needed!!

If you have free time and would like to take on a new challenge or get more involved with our community, one of the following positions may suit. As of August 2010, there are over 450 positions available within community organisations in the Geelong Region. For more information about any of the positions, please contact Volunteering Geelong or take a look at [www.volunteeringgeelong.org.au](http://www.volunteeringgeelong.org.au)

## **Kitchen Hand** ID: 665

Assist with the serving of hot food from a bain-marie. Help out collecting plates etc to assist in keeping the kitchen clean and tidy. Long term positions available, also some short term events will be available.

## **Handy Person/Grounds Person**

ID: 664

Work alongside a current club volunteer to maintain club facilities. Gardening and turf maintenance, grass cutting (ride on mower), line marking and minor repair jobs where applicable.

## **Woodwork Instructor** ID: 658

Teach and assist with basic woodworking skills, repairs, cabinetry and basic use of hand tools within a support program for men.

## **Project Officer** ID: 661

Our Communications and Development section needs admin support on various projects. Duties include conducting mail outs, compiling databases, working on media/fundraising campaigns. Writing, editing & researching opportunities are available for interested volunteers but are not compulsory duties.

## **Tour Guide** ID: 136

Guide individuals and/or assist with guiding conducted group tours through the Heritage house.

[www.govolunteer.com.au](http://www.govolunteer.com.au)

## **Rag Cutter** ID: 435

Cut clothing and linen into specific sizes using a cutting machine for sale to the general public. No skill requirement, the work is repetitive and is in a warehouse environment.

## **Clothing Sorter** ID: 653

Sort clothing into a variety of bale sections and also hang clothing as required. The job is working in a warehouse environment.

## **Office Assistant** ID: 659

Assist the Neighbourhood House Networker with day-to-day office tasks. Duties could include typing, filing, mail, photocopying, answering the phone and compiling a regular newsletter.

## **Community Visitor** ID: 687

Visit frail elderly persons and persons with a disability in their home or in nursing care accommodation. These people are of Dutch background. Visit once weekly or once fortnightly. The program also organises outings and get together for the elders and the visiting volunteer.

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87 McLarty Place, Geelong

PH: 5221 1377

**Gallery Assistant** ID: 695

Brougham Gallery is seeking an enthusiastic assistant with the day-to-day activities involved in running a successful art gallery. Duties include staffing the reception, greeting visitors and attending to general gallery inquiries. Duties may include overseeing deliveries and collection of artworks and assisting with the hanging and dismantling of shows.

**Sales Assistant – Op Shop** ID: 130

This position involves a cooperative team spirit. Daily processing/preparation, pricing and presentation of stock as continuous sales necessitate. Use cash register to process EFT payments and assist with general cleaning tasks as required.

**Tutor – Homework Club** ID: 266

Tutor to assist Grades 5-6 Indigenous children (one-to-one) with their homework under the guidance/direction of a Coordinator. Homework is obtained via the school. Tasks may include activities & games.

**Telephone Counsellor** ID: 652

Telephone Counsellors will provide a 24 hour telephone counselling service by being available and providing information and referrals for telephone clients.

**Shop Personnel** ID: 433

Volunteers urgently needed Saturday 9-1 plus Monday afternoons from 1pm-4pm and Wednesday mornings from 10am-1pm for work in retail shop - roles are varied and provide valuable insight into all aspects of retail operations.

**Guide – Barwon Park** ID: 199

Guides are required to showcase Barwon Park by conducting group tours through the historic bluestone mansion. Interpret the contents of the house and provide an interesting and accurate account of the social history of a pastoralist to visitors.

**Visiting Companion** ID: 586

Offer companionship through regular visits to a resident in Residential Care. Provide friendship to resident on a one-on-one basis by spending time in group activity, medical appointments, shopping, recreation etc

**Op Shop Personnel** ID: 557

Assist in customer service and counter operations, sorting, displaying and pricing of donated goods, telephone reception, as well as general cleaning and maintenance as required.

**Receptionist** ID: 481

Answering the phone, greeting clients, making appointments and other office duties as required.

**Reception Area Attendant** ID: 137

Attendants are required to welcome visitors to the House and take admission fees & promote the work & membership of the National Trust. Promote visitation to other Trust properties.

**Maintenance Gardener** ID: 200

Gardeners are required to assist with the maintenance and upkeep of the grounds by undertaking tasks such as weeding, mowing, raking, pruning and sweeping.

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