



Ballarat Neighbourhood Centre

Volunteer Expression of Interest Form

This is an opportunity for you to contribute to your community via our organisation and we thank you for taking the time to express an interest in volunteering at the Ballarat Neighbourhood Centre. Please complete this Expression of Interest Form and we will contact you within 2 weeks to discuss current opportunities.

Our commitment to inclusion and diversity

We welcome all community members because our organisational culture celebrates diversity. We value each person's abilities to contribute, and to become part of our team. We believe everyone has the right to feel safe, welcome and have their life experiences valued.

We are committed to embracing our differences, so that people can be who they are, and work to the best of their ability. We are committed to supporting people to reach their volunteering goals and gain fulfillment from their volunteering roles.

We are committed to ensuring that:

- our volunteers are welcomed into the organisation and feel safe and supported
- we affirm each of us has many layers to our identity and that this diversity is seen as a strength
- we continue to support people of all abilities in their roles
- we will endeavor to match volunteers to roles which meet both the organisation and volunteer's needs, but recognise this may not be always possible
- we maintain Worksafe occupational safety practices for all participants
- we accept and welcome carers to support participants
- we provide opportunities for personal and where possible professional development
- our facilities, offices, publications, and events are accessible as much as possible, and we are open to feedback for how we can improve accessibility and make reasonable adjustments
- our policies and procedures reflect our commitment to accessibility and inclusion
- we will endeavor to meet the individual's meaningful participation to the best of our capacity with limited resources

Volunteer Personal Details

First Name		Surname	
Address			
Email			
Phone		Mobile	
Are you volunteering as part of your Centrelink requirements?	Yes / No		
How many hours would you like to volunteer with us?			
On what date would you like to start volunteering?			
Please list any activities you are unable to do eg lifting, talking on the phone, etc			
Will you bring a Support Worker to help you? (Some programs have physical space limitations on participant numbers)	Yes / No		

Ballarat Neighbourhood Centre Volunteer Opportunities

Please Note as a Child Safe organisation all volunteers must have a WWC Card and undergo a Police Check

BNC Program / Activity	Volunteer Roles	Description	Day & Time	Duties	Program Coordinator	Requirements
Ballarat and District Community Support Register	Wellbeing Phone Callers	Make welfare phone calls to those vulnerable and / or living alone in the community. During these wellbeing checks, volunteers will provide information to participants about activities and events within their Neighbourhood Houses and local communities.	Calls are made Monday to Friday 9am – 12 pm Volunteers are rostered one 3-hour session per fortnight	<ul style="list-style-type: none"> • Daily care calls • Follow-up calls • Retrieval of phone messages • Preparation of welcome packs • Record keeping • Other duties as advised by Program Coordinator 	Community Development Officer - BDCSR	<ul style="list-style-type: none"> • Good Communication skills • Ability to use a phone • Rapport with elderly citizens • Ability to determine if the client needs further services and to follow up with information • Willingness to share community activities and events information with clients • Can work from home
	Administrative Support	Administration Support – assist with the entry of new registrant details and exiting of registrants from the registry data base.	As advised by Program Coordinator	<ul style="list-style-type: none"> • Maintain Register with client information • Prepare and mail welcome packs and other letters • Enter daily call log information 	Community Development Officer - BDCSR	<ul style="list-style-type: none"> • Computer literacy • Data entry skills
BNC Main Office	Administration & Reception	Various administration duties to assist staff in the regular and ad hoc programs as required	Various	<ul style="list-style-type: none"> • Answer the phones Assist reception • Greeting visitors 	Office Manager	<ul style="list-style-type: none"> • A high level of customer service experience • Excellent communication and literacy skills

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				<ul style="list-style-type: none"> • Maintaining facilities • Computer work using Microsoft Programs: Word/Excel • Printing. 		
Community Development	Community events	Throughout the year, we run activities in the community to create opportunities for community members to connect and participate. Be involved by helping to organise these events or by helping out on the day.	As advised by Program Coordinator	<ul style="list-style-type: none"> • Set up/pack up for Community events • Marketing • Shopping • Other duties as directed by Program Coordinator 	Community Development Manager	<ul style="list-style-type: none"> • Willingness to work with staff to deliver the event
	Chatty Café	An afternoon tea bringing people together to build and encourage social connections within the local community, and to help reduce social isolation and loneliness.	Wednesdays during school term 2pm – 3pm	<ul style="list-style-type: none"> • Set up/pack up for Chatty Café • Set up tea, coffee and food • Interact with Chatty Café attendees 	Community Development Manager	<ul style="list-style-type: none"> • Physically capable of lifting / moving chairs and trestle tables
	Create Community Newsletter	Develop content for community newsletters	As advised by Program Coordinator	<ul style="list-style-type: none"> • Write content for local newsletters 	Community Development Manager	<ul style="list-style-type: none"> • Editing/ publication experience • Can work from home

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	Community Newsletter distribution	Distribute community newsletters in the Sebastopol and Delacombe area	As needed	<ul style="list-style-type: none"> • Fold newsletters to fit in mailboxes • Distribute newsletters 	Community Development Manager	<ul style="list-style-type: none"> • Reliable and able to meet time frames for delivery • Independent mobility
Our Garden	Wednesday Gardening Group	We are a social group growing food for OKSE. Work with a small team of friendly volunteers to maintain and create our vegetable gardens. Gardening skills not required.	Wednesdays during school term – 9:30am – 12:30pm. Summer watering crew (as rostered)	<ul style="list-style-type: none"> • Learn and share skills for growing and harvesting food for our community • Help with gardening projects and general maintenance of garden area, as required 	Community Development Officer - Garden	<ul style="list-style-type: none"> • Flexible program, all abilities welcome.
	Garden Caretaker	Weekly volunteer tasks supporting Our Garden, according to your availability. Tasks might include watering plants, sourcing materials, shed management.	As rostered	<ul style="list-style-type: none"> • Meet with Our Garden Facilitator to discuss ideal arrangement for you. 	Community Development Officer - Garden	<ul style="list-style-type: none"> • Reliable and able to work independently.
Social Enterprise Our Kitchen (OKSE)	Kitchen Assistant	You are required to assist in the effective and responsible preparation and service of food for OKSE catering and community lunches.	During school terms on Thursdays and / or Fridays 9am – 2pm Note: volunteers are required to	<ul style="list-style-type: none"> • Assist chef as directed • Washing up • Vegetable preparation • Preparation of food • Cleaning 	OKSE Coordinator	<ul style="list-style-type: none"> • Ability to work a whole shift in a busy, noisy commercial kitchen whilst maintaining a fun attitude and a huge smile • Experience in working in a kitchen or as a

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		Note: Total number of people in kitchen is limited which may restrict volunteer / carer numbers	stay for the whole 5-hour shift (with breaks)	<ul style="list-style-type: none"> • Service of food • Empty plates carrying/stacking 		<ul style="list-style-type: none"> • BNC cooking class participant • Ability to carry plates, pots, use knives, etc • Experience in OH&S and safe food handling practices
	Event Set up Team	Setting up the tables and chairs for the community lunches and events	Fridays during school term – 8:30am – 10am	<ul style="list-style-type: none"> • Set up tables and chairs • Set tables for lunch 	OKSE Coordinator	<ul style="list-style-type: none"> • Physically capable of lifting chairs, tables and setting tables with plates, water etc
	Event Pack up Team	Packing up the tables and chairs for the community lunches and events	Fridays during school term – 1:30pm-3pm	<ul style="list-style-type: none"> • Pack up tables and chairs • Clear tables after lunch 	OKSE Coordinator	<ul style="list-style-type: none"> • Physically capable of lifting chairs, tables and clearing tables
	Delivery Driver	Friday pick up the rescued food from Second Bite and local supermarkets to deliver back to OKSE.	Fridays during school term – 8:30am – 10:30am	<ul style="list-style-type: none"> • Collect Second Bite food from supermarkets in Sebastopol / Ballarat • Lifting and carrying food crates • Work with other volunteers to collect food • Sort food collected 	OKSE Coordinator	<ul style="list-style-type: none"> • Current Drivers Licence • Understanding of Manual Handling requirements
Tutor	Tutor Assistant	Work alongside our tutors to assist them in classes.	As scheduled each school term	<ul style="list-style-type: none"> • Assist tutors to in class to deliver courses 	Adult Literacy Coordinator	<ul style="list-style-type: none"> • Specialist skills in numeracy, literacy or other disciplines • Computer skills

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						<ul style="list-style-type: none"> Willingness to work with and help all learners in the class
Committee of Management	Committee Member	Contribute to the future planning and growth of 3 Ballarat Neighbourhood Houses/Centres.	Committee meetings are held bi-monthly after hours	<ul style="list-style-type: none"> Provide governance, strategic direction and business development 	Executive Officer	<ul style="list-style-type: none"> Previous committee experience is preferred Skills based volunteers
Grants	Grant Writer	Writing grants and other business documents	As advised by Program Coordinator	<ul style="list-style-type: none"> Researching statistics and information Write / assist in funding grant applications and other opportunities 	Executive Officer	<ul style="list-style-type: none"> Meet strict deadlines Experience in professional writing and grant writing applications

Please circle or highlight the volunteer roles you are interested in:

BDCSR Wellbeing Phone Callers	BDCSR Administrative Support	BNC Administration & Reception
Community events	Chatty Café	Tutor Assistant
Create Community Newsletter	Community Newsletter distribution	Grant Writer
Community Gardening Group	Summer Watering Team	Indoor plant watering & maintenance
OKSE Kitchen Assistant	OKSE Event Set up Team	OKSE Event Pack up Team
OKSE Delivery Driver	Committee Member	

Please return this EOI form to: Ballarat Neighbourhood Centre Office

- at 11 Tuppen Drive Sebastopol or
- post it to PO Box 540W, Ballarat 3350 or
- email it to reception@ballaratnc.org.au