



WENDOUREE NEIGHBOURHOOD CENTRE Volunteer Expression of Interest Form

Thank you for taking the time to express an interest in volunteering at the Wendouree Neighbourhood Centre. Please complete the Expression of Interest Form and you will be contacted within 2 weeks to further discuss current opportunities.

Date of Initial Contact: _____

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Best day/time to contact you during work hours: _____

Please tick any days that you would be available for volunteering;

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Please tick which type of volunteering you are interested in;

Reception	Administration	Gardening
Tool Hire	Maintenance	Trainer
Website Maintenance	Newsletter – Local Buzz	IT Centre
Mailbox Delivery (lots of 200)	Community Events	Program Development
Food preparation	Researching/Submissions	Arts/Craft/Painting
Fundraising	Community Action Group	Committee of Management

Please look over the page for further information about each of the volunteer positions.

This can be dropped in or posted to: Attention: The Manager
 Wendouree Neighbourhood Centre
 12 Violet Grove, Wendouree 3355

Or Email to: wncmanager@ncable.net.au or phone for more information on 5339 5069

Volunteering Opportunities at the Wendouree Neighbourhood Centre

Reception – Front face of the Centre, greeting visitors, answering the phone and administration duties.

Administration – Various administration duties including assisting reception, using Microsoft Programs such as Word, Excel and Publisher.

Gardening – Mowing and weeding, maintain and create garden beds. Possible sharing of skills with others.

Tool Hire / Maintenance – Assisting with the tool hire service, which includes lawnmowers, whipper snippers and other gardening equipment. Maintaining and servicing equipment (or bringing away to be maintained and serviced).

Trainer – Sharing your skills in your area of expertise from a short 1-2 hr session to an ongoing volunteer position.

Website Maintenance – Assisting with maintaining either/or both the Neighbourhood Centre website and/or the Local Community website

Newsletter 'The Local Buzzz' – A 12 page newsletter providing information and stories from the local Wendouree area

IT Centre – This area considers both those with networking and technical knowledge or those who can offer volunteer training in an ongoing capacity through self paced learning.

Arts/Craft/Painting Instructor – Volunteer Instructor to assist with a Art Group or a Craft Group.

Mailbox Delivery (lots of 200) – Walkers to deliver local newsletter once a term and term program. There may be the occasional ad hoc delivery of community information.

Program Development – Assisting to develop new programs or courses which meet community needs, designing session plans and training material with the support of the Training & Development Officer

Food preparation – For social activities held at the house, community lunches and fundraisers.

Submission Writing - Researching – Researching statistics and information which will assist in funding applications and acquittals and business development opportunities.

Community Action Group – This is a local based committee which works on a local level engaging with the community, providing community events, social activities for volunteers and members and fundraising.

Committee of Management – Provides strategic direction and business development for the Community House