



# VOLUNTEERING ROLES

The City of Tea Tree Gully values and supports volunteer involvement in a range of programs and services for the community.

[cttg.sa.gov.au/volunteering](https://cttg.sa.gov.au/volunteering)

# General Council Volunteer Roles

## Active Ageing

### Centre Based Support Program

Assist staff to provide a social outlet for aged, and dementia clients. Volunteers set up and run group activities or assist with shopping and food preparation for the groups. Daytime shifts are available Monday to Saturday.

### Door to Door Shopping Bus Service

A bus or heavy vehicle licence is required to drive Council's bus on the Door to Door Shopping Service. Drivers also assist passengers with folding walkers and carrying shopping bags to residents' doors.



### Shopping and Medical Transport

Volunteers provide clients with shopping and medical transport. Must be willing to use your own vehicle, have a current driver's licence, mobile phone, reliable vehicle and comprehensive car insurance. Mileage reimbursement is provided.

## Arts and Cultural

### Arts Volunteer

We have an active group of volunteers who assist in the day to day duties of Gallery 1855. If you are interested in art, enjoy contributing to a busy environment, have a strong customer focus and are self-motivated this could be the place for you.

## Community Centres

There are four community centres across the City of Tea Tree Gully: Greenwith, Jubilee (Wynn Vale), Holden Hill and Surrey Downs. The Community Centres run a range of programs.

Opportunities may include facilitating craft groups, cooking classes, children's groups, computer tutoring, training and administration.

## Environmental

### Repair Cafe

Do you have skills in repairing or fixing? Assist local residents to repair belongings, share knowledge, save money and divert waste from landfill. If you have special skills in fixing electronics, mending clothing or shoes, furniture repairs, bike maintenance, jewellery repairs or any other mechanical or general repairs this may be for you.

We also welcome volunteers to provide morning tea for the repairers and manage attendees and items to be repaired on the day.



### Sustainability Group

Tea Tree Gully Sustainability Group is a group of local residents with a shared passion for sustainability and a strong community focus. They are keen to drive change through education, giving back, events and knowledge sharing.

## Events

### Major Events

Council's major events calendar provides the opportunity for you to be involved with large-scale community events on an as-needs basis. These events are outdoors and run in all weather. A moderate degree of physical fitness is required.

### Citizenship Ceremonies

Assist in the preparation and running of ceremonies. Duties include overseeing the registration of citizenship candidates and serving of refreshments, cleaning up, reporting any customer or health and safety issues, assisting in evacuation procedures and general administration duties. Citizenship ceremonies are held bi-monthly on a Wednesday evening.



### **Golden Grove Arts Centre Matinees**

Assist in front of house duties during matinees. Duties include checking tickets and directing patrons to their seats, reporting any customer or health and safety issues, assisting with serving of refreshments, cleaning up and assisting in evacuation procedures.

### **Community Market Event**

The organizing committee volunteers are required to assist with the planning and delivery of our 3 annual market events. Event volunteers assist on the day of the market.

## **Community Services**

### **Community Enhancement**

Assist with the maintenance of entrance features on roadways and the removal of graffiti in our City to maintain a graffiti free environment. Council provides protective clothing and training in the use of equipment and materials.

### **Immunisation High School Program**

This is an administrative and customer service role assisting with the council's school's immunisation program. The position involves interaction with immunisation nurses, administrative staff, school staff and students. Your own transport is desirable.

### **Justice of the Peace**

Assist members of the community by administering oaths, witness and attest statutory documentation. Must be an appointed Justice of the Peace for the State of South Australia and have a clear understanding of the Attorney General's Justice of the Peace Handbook. Shifts are usually for a 3 hour period.

### **Companion Dog Walking**

This program aims to provide valuable support to residents who need assistance with exercising their dog. Volunteers are matched with a local resident. We are looking for long term volunteers who are available to walk a client's dog at least once a week.



### **Conversation Cafe**

Volunteers assist with our Café at the Tea Tree Gully Library. Volunteers help set up, greet people, make cups of tea and coffee and be table hosts to actively listen and encourage conversation.

## **Community Education**

### **Dog Obedience**

Assist in the delivery of Council's dog obedience program at Ashley Reserve, Ridgehaven on Wednesday evenings. The position is customer service focused with a significant amount of interaction with participants and their dogs. A love of dogs, experience in handling a dog and an understanding of dog behaviour is desirable. You will be required to undertake ongoing training as a part of your participation in the program.

### **Road and Cycle Safety Centre**

Assist in the running of road safety education programs, activities and events held at the centre including school holiday programs, birthday parties and school programs. A significant amount of safe cycle instruction and interaction with children aged 5-12 years is involved..



## **Library Programs**

### **Home Library Service**

Assist staff in the delivery of a range of Library materials to home service clients. Transport is provided using Council's Community Van or private transport. Mileage reimbursement is provided. Clients are often vulnerable, therefore patience and flexibility are essential.

### **Library Early Learning**

Deliver Early Learning Programs in the Library, including reading stories, singing, setting up and clean up. Engage with children and their parents or caregivers in a meaningful, professional and enthusiastic manner. Formal qualifications are not required, full training is provided.

### **Library - Local History**

Assist in the research and promotion and maintenance of the Local and Family History resources, programs and services. This role has a strong customer service focus and volunteers will be working directly with customers. An interest in history is essential and experience using Ancestry and other historical research methods is desirable.

### **Library Shelving Program**

Understanding of contemporary library shelving arrangements and attention to detail is desirable. Full training is provided. Library collection items are shelved 7 days a week.



### **Library Digital Hub**

Provide one on one training in basic computer skills including the use of email, Microsoft Office and internet browsing. Volunteers need to be encouraging, empathetic and patient with our adult learners. Experience in solving technology related problems, knowledge of a range of mobile devices, apps and commonly used software is essential.

### **Toy Library**

Sign up new members, check returned items and process new additions to the collection. Assist members with loans and returns and ensure that the collection is clean and well maintained. Basic computer skills are desirable. Full training provided. This position has a strong customer focus aspect.

### **Library Children's Programs**

Volunteers would assist to facilitate our Dungeons and Dragons game. The Lego Club is a fun and interactive free play session where volunteers help setting up the children's area an engaging with children and families.

### **Library English Literacy Tutoring**

Assist adults needing support with literacy skills in small groups or one on one basis in the Library. Groups and individuals requesting help are usually new migrants, ESL students or anyone requiring skills and confidence with their reading and writing. Previous experience of working with individuals or groups to improve literacy is desirable.

## **Men's Groups**

### **Men's Shed Supervisor**

The Tea Tree Gully Community Men's Shed accepts experienced woodworkers with good skills in the use of wood working machinery to supervise and assist other likeminded men & women with projects of all types.



### **Men's Shed Barbeque Group**

This group maintains the Tea Tree Gully Men's Shed BBQ trailer. The group attends community events, providing food as a fundraising activity. The ability to work well in a team is required. The successful completion of food handling training every 3 years is a requirement.

## **Volunteer Newsletter**

Volunteers help with the publication of council's quarterly Volunteer newsletter. You will work collaboratively with council staff to write, interview, photograph, edit, and design the Newsletter using the mail chimp application. The newsletter is published 4 times per year, working hours will be negotiated on a periodic basis as required. Skills in writing or editing and a good level of digital knowledge are desirable.

## **Photography + Videography**

Skilled photographers and videographers with a keen eye and passion for the area can help build Council's photographic library. You will use a variety of photographic equipment to capture people, events, objects and scenes within our City for print and digital applications. Previous experience, your own camera, good people skills and access to your own transport are required.

## **Youth**

Assist with council programs for young people 12—25 years. Volunteers interested in philanthropy and working with young people would be well suited to assisting in the Giving Back and the Youth Leadership program. Duties include, organising snacks, basic admin and assisting with planning of the programs.





## Frequently asked questions Roles

### Can I volunteer in more than one area?

Yes you can. We have volunteers who work across different programs. We occasionally ask volunteers to help out in other programs where there is a need.

### How many hours would I need to commit?

The hours will vary depending on the area of volunteering you choose. In most cases you will decide how many hours you are willing to commit. This may determine your suitability for a particular role. The Team Leader, Volunteer Programs will discuss this with you at the interview. Due to the time and resources spent placing and training volunteers, we prefer that you commit to being a volunteer for a least six months.

### Can I be guaranteed the number of hours I need, to meet Centrelink requirements?

Unfortunately, we are not able to guarantee the amount of hours that may be required by Centrelink. We will try to accommodate your needs as best as possible.

### What if I don't have the right skills or qualifications?

Every volunteer role has a role statement which volunteers sign before starting. This ensures volunteers understand their role. We will let you know whether specific skills or qualifications are required for a role.

### Do you accept student placements and/or work experience students?

Yes we do, however students are not registered as volunteers. Please contact our People and Organisational Development Team for an application form and further information.

### When can I start volunteering

It will depend on the requirements of the role. All volunteer roles require a DHS Working with Children, Working with Aged and Working with Vulnerable checks and some may require a medical check. Every volunteer must attend a Council induction session which takes approximately one hour, and then a site specific induction and orientation. Some roles will also require specific onsite training before you can start.

### What happens if I can't volunteer for a while? Will I lose my position?

That depends on how long you are away for and which role you volunteer in. Many residents rely on the services volunteers provide and as such, some services require ongoing volunteer involvement. There is a possibility your role may not be available after an extended leave of absence. We also understand that volunteers need a break too and we will, if possible, manage short term absences within the program.

### Can I get a reference?

Council do not provide references but will provide volunteers with a statement of service.

### Is there a chance that I might gain paid work in the organisation if I volunteer?

Volunteer roles provide skills and work-based experience but do not result in guaranteed employment at Council. You are invited to submit job applications for external vacancies and will have the same opportunities as the general public. All external vacancies appear on our website and sometimes appear in the career section of The Advertiser or on [seek.com](http://seek.com).