



Volunteer Role: GROUPS COORDINATOR

<p>Who are we?</p>	<p>Creeds Farm Living & Learning Centre is a neighbourhood house serving the community of Epping North & Wollert in Victoria.</p>
<p>Role Purpose</p>	<p>The purpose of the role of volunteer groups co-ordinator is to assist and support our member groups to arrange and run their activities. Creeds Farm has several groups that each have their own co-ordinator who needs support from time to time to arrange a specific activity, a special event or just some admin support. We want to make sure that our groups thrive, grow and run smoothly.</p>
<p>Specific Tasks</p>	<ul style="list-style-type: none"> • Engage with each group co-ordinator to make sure groups are well organised and members are communicated with clearly. • Assist group co-ordinators and members on the day of their activity with any support they need from Creeds Farm such as access to tea and coffee, storage cupboards, setting up the room, printed materials or equipment. • Make sure membership lists are accurate and up to date. • Market the groups and their activities to our community by providing content for the Creeds Farm Facebook page, newsletter and website. • Determine the funding needs of each group by asking the group co-ordinators to submit proposals for activities and accurate budgets to support their proposals. • Assist in identifying grant opportunities for the outcomes each group is planning to deliver.
<p>Skills and Qualities Needed</p>	<p>We welcome different skills and abilities. For this role, you will need:</p> <ul style="list-style-type: none"> • Good organising skills (plan, prioritise and achieve goals.) • Interpersonal communication skills (listening, speaking, observing and empathizing). • Connecting with people. • Written communication skills. • A welcoming and friendly manner. • Patience. • Be helpful. • Inclusive and supportive behaviour to ensure all community members feel welcome and supported. • Some familiarity with using IT. • A willingness to learn. • Speaking more than one language will be beneficial to our community. • Initiative.



Commitment	Monday to Friday, 09:00 - 14:00 at Creeds Farm Living & Learning Centre. TOTAL: 25 hours a week. We aim to have at least two volunteers for the role to share tasks and work times.
Support and Training	You will receive volunteer training and will be given guidance and support. During this support any relevant skills training that may be required will be identified and if training in the identified area is accessible to Creeds Farm, this skill development will be facilitated.
Expectations of Volunteers	<ul style="list-style-type: none"> • Abide by Creeds Farm Living & Learning Centre Policies and Procedures. • Willingness to use support systems. • Co-operation with administrative processes. • Commitment to attend on-going training.
Location of volunteering	Creeds Farm Living & Learning Centre 2 Snugburgh Way Epping Vic 3076 GOOGLE MAPS