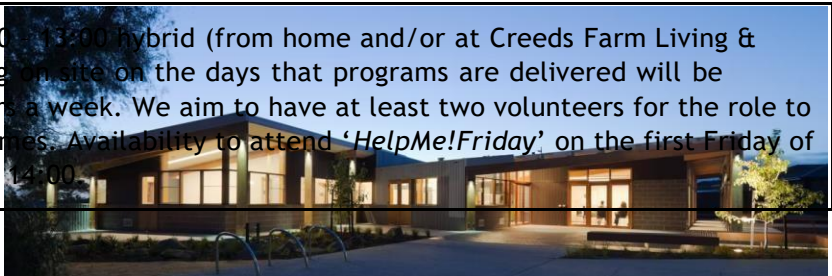




Volunteer Role: PROGRAM COORDINATOR – Mental & Emotional Wellbeing

<p>Who are we?</p>	<p><u>Creeds Farm Living & Learning Centre</u> is a neighbourhood house serving the community of Epping North & Wollert in Victoria with a vision to become a community hub for sustainability and wellbeing programs.</p>
<p>Role Purpose</p>	<p>The purpose of the role of our volunteer mental and emotional wellbeing programs coordinator, is to search and arrange for information sessions, activities, workshops, events, etc. that will help our community to take care of their emotional and mental wellbeing by helping them see their potential, learn to cope with the normal stresses of life, work productively and fruitfully, and is able to contribute to their community.</p>
<p>Specific Tasks</p>	<ul style="list-style-type: none"> • Develop a program delivery plan covering different topics to encourage mental and emotional wellbeing in our community. • Source organisations/providers to run information sessions, activities, workshops, events, etc. on the different topics in the delivery plan. • Coordinate the delivery of the program. • Complete the program delivery tracker weekly to keep track of what we delivered, how many people attended and a snapshot of what they have learned. • Maintain a spreadsheet of community members who attended mental & emotional wellbeing programs to allow us to follow up on implementation and if they need any further support on a topic. • Organising and attending our monthly ‘<i>HelpMeFriday</i>’ on the first Friday of every month from 10:00 - 14:00.
<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"> • A passion for helping community members to develop/maintain mental & emotional wellbeing. • Good organising skills (plan, prioritise and achieve goals.) • Interpersonal communication skills. • Program/project/event planning experience. • Written communication skills. • A welcoming, friendly and gentle manner. • Inclusive and supportive behaviour to ensure all community members feel welcome and supported. • Empathy. • Some familiarity with using IT. • A willingness to learn. • Speaking more than one language will be beneficial to our community. • Initiative.

 <p>Commitment</p>	<p>Monday to Friday, 10:00 - 13:00 hybrid (from home and/or at Creeds Farm Living & Learning Centre). Being on site on the days that programs are delivered will be valued. TOTAL: 15 hours a week. We aim to have at least two volunteers for the role to share tasks and work times. Availability to attend 'HelpMe!Friday' on the first Friday of the month from 10:00 - 14:00.</p>	
---	--	--

<p>Support and Training</p>	<p>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.</p>
<p>Expectations of Volunteers</p>	<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.
<p>Location of volunteering</p>	<p>Creeds Farm Living & Learning Centre 2 Snugburgh Way Epping Vic 3076 GOOGLE MAPS</p>