



## Volunteer Role: PROGRAM COORDINATOR – Social Wellbeing

<b>Who are we?</b>	<p><a href="#">Creeds Farm Living &amp; Learning Centre</a> is a neighbourhood house serving the community of North Epping &amp; Wollert in Victoria with a vision to become a community hub for sustainability and wellbeing programs.</p>
<b>Role Purpose</b>	<p>The purpose of the role of our social 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 social wellbeing by developing and maintaining positive interactions with other people and their communities.</p>
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• Develop a program delivery plan covering different topics to encourage social wellbeing in our community.</li> <li>• Source organisations/providers to run information sessions, activities, workshops, events, etc. on the different topics in the delivery plan.</li> <li>• Coordinate the delivery of the program.</li> <li>• 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.</li> <li>• Maintain a spreadsheet of community members who attended social wellbeing programs to allow us to follow up on implementation and if they need any further support on a topic.</li> <li>• Organising and attending our weekly <a href="#">Chatty Café</a> at Creeds Farm on Wednesdays from 10:00 - 11:30.</li> <li>• Organising and attending our weekly Babies Group at Creeds Farm on Mondays from 11:00 - 13:00.</li> </ul>
<b>Skills and Qualities Needed</b>	<p>We welcome different skills and abilities. For this role, you will need:</p> <ul style="list-style-type: none"> <li>• A passion for helping the community stay connected and create opportunities for new connections.</li> <li>• Good organising skills (plan, prioritise and achieve goals.)</li> <li>• Interpersonal communication skills.</li> <li>• Program/project/event planning experience.</li> <li>• Written communication skills.</li> <li>• A welcoming and friendly manner.</li> <li>• Inclusive and supportive behaviour to ensure all community members feel welcome and supported.</li> <li>• Some familiarity with using IT.</li> <li>• A willingness to learn.</li> <li>• Speaking more than one language will be beneficial to our community.</li> <li>• Initiative.</li> </ul>

<p><b>Commitment</b></p> 	<p>Monday to Friday, 10:00 – 12:00 hybrid (from home and/or at Creeds Farm Living &amp; Learning Centre). Being on site on the days that programs are delivered will be valued. Availability to attend for Chatty Café and Babies Group weekly.</p> 
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<p><b>Support and Training</b></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>
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<p><b>Expectations of Volunteers</b></p>	<ul style="list-style-type: none"> <li>• Abide by Creeds Farm Living &amp; Learning Centre Policies and Procedures.</li> <li>• Willingness to use support systems.</li> <li>• Co-operation with administrative processes.</li> <li>• Commitment to attend on-going training.</li> </ul>
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<p><b>Location of volunteering</b></p>	<p>Creeds Farm Living &amp; Learning Centre          2 Snugburgh Way          Epping          Vic          3076  <a href="#">GOOGLE MAPS</a></p>
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