



## Volunteer Role: PROGRAM COORDINATOR - Sustainability

<b>Who are we?</b>	<p><u><a href="#">Creeds Farm Living &amp; Learning Centre</a></u> is a neighbourhood house serving the community of Epping North &amp; Wollert in Victoria with a vision to become a community hub for sustainability and wellbeing programs. Our building was constructed on sustainable principles, and we want to live this ethos and assist our community living more sustainably.</p>
<b>Role Purpose</b>	<p>The purpose of the role of our sustainability programs coordinator is to search and arrange for information sessions, activities, workshops, events, etc. that will empower our community to make sustainable choices in their daily lives. Every little bit helps!</p>
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• Develop a program delivery plan covering different topics to encourage sustainable living.</li> <li>• Source organisations/providers to run information sessions, activities, workshops, events, etc. on the different topics.</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 sustainability programs to allow us to follow up on implementation and if they need any further support on a topic such as seasonal vegetables to plan in your vegie garden.</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>• Knowledge about and a passion for helping the community make sustainable living choices.</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>
<b>Commitment</b>	<p>Monday to Friday, 10:00 - 13:00 hybrid (from home and/or at Creeds Farm Living &amp; Learning Centre). Being on site on the days that programs are delivered will be</p>



valued. TOTAL: 15 hours a week. We aim to have at least two volunteers for the role to share tasks and work time.



<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>
<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>
<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>