



Volunteer Roles

Set out below is some of the duties you may be interested in helping us with ..

<u>Reception</u>	<ul style="list-style-type: none"> - Answering phone calls - Greeting community - Answering queries using receptionist booklet - Opening emails - Replying to emails - Typing basic signs, brochures, letters, tables - Keep reception tidy - Tidy and organise lending book library - Filing - Photocopying, printing and binding - Preparing receipts - Post Office lodging mail - Tidying stationery cupboard - Any other duties to assist in the smooth running of Winch House
<u>Admin</u>	<ul style="list-style-type: none"> - Data entry - Banking - Typing up letters, tables, brochures, forms, policies etc - Filing, photocopying and binding - Preparing newsletter - Organising information to insert in newsletter - Organising advertising to be placed in newsletter - Research into funding opportunities, assisting with preparation of grant applications - Any other duties to assist in the smooth running of Winch House
<u>Bookkeeping</u>	<ul style="list-style-type: none"> - Data entry - Receipts and Payments under supervision of Bookkeeper - Organising petty cash - Research into cheaper suppliers, stockists and providers
<u>Project or Special Events</u>	<ul style="list-style-type: none"> - Assist other staff in organizing special events or special projects - Assist with catering and room preparation - Delivering brochures or putting up posters - Organising and delegating roles to other volunteers
<u>IT</u>	<ul style="list-style-type: none"> - Updating or upgrading web site with new information - Loading software - Basic system maintenance to improve performance of computers - Back up of data - Liaising with outside IT support to provide maintenance or repair
<u>Child care</u>	<ul style="list-style-type: none"> - Assisting in child care under supervision of child care co-ordinator - Reading to and playing with children - Setting up activities and tidying after playing - Assisting children with feeding
<u>Holiday Program or Play Group Volunteers</u>	<ul style="list-style-type: none"> - Assist with holiday program co-ordinator or playgroup co-ordinator - setting up activities - preparing rooms - helping children play - any other duties to assist the smooth running of the programs

<u>Committee</u>	<ul style="list-style-type: none">- Volunteering on committee as a general or specific duties- Assist with policy changes- Assist with employing staff
<u>Gardening</u>	<ul style="list-style-type: none">- Tidying around Winch House grounds- Small gardening jobs, weeding, pruning and planting- Watering with water restrictions- Minor repairs
<u>Maintenance</u>	<ul style="list-style-type: none">- Minor maintenance repairs such as repairing shelves, painting touch ups.- Cleaning- Liaising with outside maintenance suppliers to complete repairs
<u>Driver</u>	<ul style="list-style-type: none">- Driving for volunteer special projects and programs- Driving of community bus to events and pickup for programs
<u>Group Facilitation</u>	<ul style="list-style-type: none">- Organisation and facilitation of a specific group or activity at community house
