

Volunteer Positions List with Job Description

Positions Available as at Monday, 22 February 2010

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PO Box 6305
Tweed Heads South
NSW 2486

Office Hours
Mon to Thur
9am to 2:30pm



<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Alstonville	<u>Event Support Volunteer</u> Assisting Cancer Council with work related to specific events e.g. Australia's Biggest Morning Tea, Daffodil Day, Pink Ribbon Day, Relay for Life. Admin skills, computing, telephone & customer service skills, knowledge of special events	659
Alstonville	<u>Relay for Life Data Assistant</u> Data entry assistance for Relay for Life. Word & Excel used for data entry, data reporting, receipting & correspondence. Coordinating volunteer information, packing & sending participants' kits etc.	661
Alstonville	<u>Logistics Strategic Coordinator Assistant</u> Support Logistics Coordinator for Relay for Life Committee. Assist with marquees, stage, power setup, pack up and pull down tents etc. Improve OH&S at events and reduce manual handling pick up delivery from Regional Office to	532
Alstonville	<u>Administration Assistant to Relay for Life Coordinator</u> To assist with administration duties such as mail merge letters, email newsletters, team follow up, data entry, graphic design of posters/certificates. Require excellent computer skills and telephone manner.	533
Ballina	<u>Volunteer Carer</u> 1on1 support to attend social activities. Helping with letter writing, shopping, paying bills & banking, transport to appointments & minor garden & home maintenance (changing light globes).	568
Ballina	<u>Youth Service Volunteer</u> Undertake specific duties negotiated with the Youth Program Officer.	543
Ballina	<u>Teachers Aide</u> Provide support to teacher in "Brush Up Your Skills" in literacy & numeracy program - especially to assist lady from Thailand to learn sounds of the alphabet & begin to read.	599
Ballina	<u>Meal deliverer</u> To deliver meals to Village residents while meeting food safety standards.	555
Ballina	<u>Helper</u> Prepare horses for sessions- grooming. Leading horses in sessions or walking beside rider.	560

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Ballina	<u>Street Beat Volunteers</u> Talk to young people, refer them to appropriate support services, including services provided at BDCSA's Youth Activity Centre and provide transport home for young people at risk	556
Ballina	<u>Disability Services Volunteer</u> Participate in planned programs, social & recreational activities.	571
Ballina	<u>Interviewer</u> To Interview clients for placement into Volunteer organisations. Provide referrals to the client and liaise with the contact organisation.	504
Ballina	<u>Volunteer Community Worker</u> Provide a friendly visit to an isolated resident at least once a fortnight, assist with letter writing for resident. Read to resident as requested.	540
Ballina	<u>Dementia Day Care Volunteer</u> To assist in social & recreational activities, Help staff with outings and with light domestic duties.	570
Ballina	<u>Work in Kiosk</u> To assist in the running of the Kiosk. Serving coffee and cake to residents and staff, chatting with the residents while they have coffee.	580
Ballina	<u>Driver</u> Drive meal van for meal delivery service.	641
Ballina	<u>Café Assistant</u> Make sandwiches, coffee, tea. Serve cake & meals. Serving customers etc.	642
Ballina Shire	<u>Car Driver</u> Taking people in Volunteer's car to medical appointments, wait and return passenger home. Passengers are often frail and aged or disabled.	511
Ballina Shire	<u>Life Education Volunteer</u> Help raise awareness within the local community of Life Education for primary age children. Assist with fundraising. Assist the educator (practical)	629
Bangalow	<u>General Volunteer</u> Volunteer skills will be matched with current need - examples reading to elderly residents, chatting to residents, assisting residents with daily skills.	591

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Bangalow	<u>Social Volunteer</u> General social support for Feros clients: conversation, reading to them, playing cards or generally what the client requires. Activity takes place within Feros Care Centre.	645
Bangalow - Byron Bay	<u>Bus Driver</u> Pick up bus in Byron Bay - drive to Bangalow take residents on outings in bus for the day then return bus to Byron Bay.	590
Banora Point	<u>Volunteer Care Worker</u> Assisting with activities & outings. Must be good listener & able to talk the elderly. To assist staff in the implementation of programs that meet the physical & social needs of all clients.	423
Banora Point	<u>Café Assistant</u> Cooking light meals or operating a coffee machine. Serving customers their food orders, working behind the scenes in the kitchen, washing dishes.	578
Banora Point	<u>Volunteer Friendly Visitor</u> To visit our elderly clients in their own homes, to sit & chat, have a cup of tea, read, etc. Generally to provide companionship for 1-2 hours per week or fortnight.	576
Banora Point	<u>Activities Assistant</u> To assist the coordinator with morning tea & craft sessions or walk with residents in the garden and escort residents to activities.	574
Banora Point	<u>General Services Assistant</u> 1 -1 with Residents, making bed, escorting residents to daily activities, (some residents will be in wheelchairs). le: to hairdresser/nail care within hostel, take resident for walks in the garden.	573
Banora Point	<u>Youth Activities Worker</u> Assist in the running of afternoon activity programme for youths 11 - 17 years of age.	526
Banora Point	<u>General Services Assistant</u> To work with Personal Carers collecting breakfast trays & assisting in the kitchen, some cleaning involved. Chat to residents	422
Banora Point	<u>Maintenance work</u> Duties include, mowing lawns, pruning, weeding, cleaning windows, setting up chairs for conferences etc.	631
Banora Point	<u>Coffee Shop worker</u> Serving customer, operating the cash register, making coffees, food preparation & cleaning tables.	630

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Banora Point	<u>Field Member</u> Position involves the use of the Flood boat, rescue services and land search and first aid.	27
Banora Point	<u>General Services Assistant</u> 1 -1 with Residents, making bed, escorting residents to daily activities, (some residents will be in wheelchairs). le: to hairdresser/nail care within hostel, take resident for walks in the garden.	420
Banora Point	<u>Operations Support Staff</u> Clerical Support, operating telephones, maintaining logs and displays. Act as liaison between O.C.M and Welfare, Communications, Call Centre, Media, Logistics, Intelligence other headquarters staff and outside agencies.	6
Banora Point	<u>Activities Assistant</u> To assist the coordinator with morning tea & craft sessions or walk with residents in the garden and escort residents to activities.	421
Banora Point	<u>Canteen Assistant</u> Open & close canteen. Sales, cash handling. Food preparation & handling. Cleaning. Some admin work.	624
Banora Point	<u>Volunteer Administration Assistant</u> Under direction of paid staff assist with photocopying, filing, making up client files and information kits, make client appointments, data entry, reconciliation of claims, etc.	622
Banora Point	<u>Volunteer Friendly Visitor</u> Several positions available across the week to visit our elderly clients in their own homes, to sit & chat, have a cup of tea, read, etc. Generally to provide companionship for 1-2 hours per week or fortnight.	402
Banora Point	<u>Volunteer Kitchen Hand</u> To help out in kitchen, help with a variety of duties, performed while working in a large kitchen environment.	467
Bilambil	<u>Canteen Assistant</u> Assist other volunteers with preparation of School lunch orders, including making sandwiches & wraps. Serving at recess & lunch times. No cooking involved.	195
Billinudgel	<u>Carer (Animal)</u> Cleaning of animal shelter including mopping of floors, cleaning litter tray, food bowls & bedding. Preparing fresh food for cats. Administering medicines, keeping notes on cats health & socialising (petting & patting) of cats.	534
Bogangar	<u>Activities Assistant</u> Assist with activities and gentle exercises	345

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Bray Park	<u>Kitchen Hand</u> Assist in kitchen duties - serving morning tea, making sandwiches, salads & preparing sweets. Clean & wash up.	596
Brunswick Heads	<u>Customer Service</u> Seven areas of focus: Customer service; tour and accommodation booking service; merchandise; website maintenance; general office admin; events organisation; 'field' work distributing brochures maps etc.	618
Brunswick Heads	<u>Volunteer Respite Assistant</u> Assist with diversional activities program for older people with dementia and other disabilities.	650
Brunswick Heads	<u>Office Assistant</u> Assist with filing, copying, preparation of teaching resources, etc	647
Brunswick Heads	<u>Classroom Teacher's Aide</u> Assist classroom teacher with preparation of resources, listening to children read, helping with their class work.	649
Brunswick Heads	<u>Gardener</u> Assist staff and children with preparation and maintenance of school gardens	648
Byron Shire	<u>Life Education Volunteer</u> Help raise awareness within the local community of Life Education for primary age children. Assist with fundraising. Assist the educator (practical)	628
Byron Bay	<u>Social Volunteer</u> General social support for Feros clients: conversation, reading to them, playing cards or generally what the client requires. Activity takes place within Feros Care Centre.	644
Byron Bay	<u>General Volunteer</u> Volunteer skills will be matched with current need - examples reading to elderly residents, chatting to residents, assisting residents with shopping, getting to appointments.	592
Byron Bay & Brunswick Heads	<u>Interviewer</u> To Interview clients for placement into Volunteer organisations. Provide referrals to the client and liaise with the contact organisation.	651
Byron Shire	<u>Bus Attendant</u> Assisting the frail and aged within the community onto the bus, collecting fares, helping passengers with their shopping.	611

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Cabarita	<u>Club Co-ordinator</u> Liaise with Veterans Affairs. Welcome club members, oversee general running of the club. To organised & participate in club entertainment & activities.	375
Cabarita Beach	<u>Farm Hand</u> Building fences, clearing land, repairs & maintenance, feeding & watering horses.	625
Cabarita Beach	<u>General Voluneter</u> Assist with preparation of lunches, assist with quizzes, games, craft etc as required	623
Chillingham	<u>Canteen Worker</u> Preparation of food for the school canteen.	524
Chillingham	<u>Childcare Worker</u> To assist Children with play activities. Preparing/Cleaning packing away equipment.	129
Chillingham	<u>Visitor Information Centre Assistant</u> Provide friendly accurate advice to tourists with information on the local area and accommodation.	119
Chillingham	<u>Gardener / Ground Maintenance</u> To provide gardening maintenance & planting at Community Centre Site. Love of gardening & knowledge of landscaping and riparian planting.	142
Chillingham	<u>Community Vegetable Gardener</u> To work in the Community Vegetable garden.	509
Crabbes Creek	<u>General Assistant</u> To provide assistance with school grounds maintenance (gardening).	235
Currumbin	<u>Park Volunteer</u> Greeting vistors and answering questions; helping visitors locate shows and facilities; assisting disabled and VIP groups and assisting with park maintenance.	502
Currumbin	<u>Disability Pension Officer</u> Ability and willingness to be trained in all aspects with submitting pension claims to the department of Veterans Affairs. Ideally suited to someone with a military background.	513

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Duranbah	<u>Library Assistant/Clerical</u> To assist with Library duties - catalogueing books and assisting children with library facilities. Covering books and replacing borrowed books. Also includes some clerical work.	350
Duranbah	<u>Teachers Aide</u> Preparing classroom resources and working in the classroom with the teacher. To give encouragement and support to the children.	139
Duranbah	<u>Administration Assistant</u> General office work, word processing, filing, answering telephone.	609
Elanora	<u>Volunteer Friendly Visitor</u> Several positions available across the week to visit our elderly clients in their own homes, to sit & chat, have a cup of tea, read, play cards etc.. Volunteer will be matched with a client according to interests, likes etc.	445
Far North Coast Office	<u>Volunteer Partner to Project Coordinator</u> Leadership volunteer role assisting Project Coordinator. Well developed computing skills: Microsoft Office Word & spreadsheet. Research & collate information, customer liaison, correspondence, etc	660
Fingal Head	<u>Nursery work</u> Preparing seeds, planting out seed trays, potting on, weeding, watering, and all aspects of nursery work. Volunteers should turn up on day prepared to commence work.	53
Fingal Head	<u>Sponsorship & Grants</u> To write proposals etc to apply for grants & sponsorships.	582
Kingscliff	<u>Recovery Zone Attendant & Swimming Zone Attendant</u> 2 positions: 1. Recovery Zone Attendant & 2. Swimming Zone Attendant	657
Kingscliff	<u>Store Room Attendant & Transition Area Controller</u> 2 positions: 1. Store Room Attendant & 2. Transition Area Controller	655
Kingscliff	<u>Group Assistant</u> To assist staff with the aged, frail & people with a dementia on and off buses and to support staff on outings with activities and meals.	328
Kingscliff	<u>Group Assistant/Cook</u> To support the aged, frail & people with dementia on and off buses and to support staff on outings and/or at Centre with activities and meals.	326

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kingscliff	<u>Group Assistant</u> To support the aged, frail & people with a dementia on and off buses. Clients are Male.	329
Kingscliff	<u>Registration Administration and Competitors Numbers</u> 2 positions: 1. Registration Administration & 2. Competitors Numbers Scribe	654
Kingscliff	<u>Set up crew - Water Station staff</u> 2 positions: 1. Set up crew - 2. Water Station staff	653
Kingscliff	<u>Road Marshalls & Crossing Marshalls</u> 2 positions: 1. Road Marshalls & 2. Crossing Marshalls	656
Kingscliff	<u>Customer Service</u> To provide customer service. Also involves sorting items and ironing. General cleaning of the store.	207
Kingscliff	<u>Services Cleaner</u> To assist in General cleaning duties in a nursing home.	59
Kingscliff	<u>Activities Assistant</u> To assist in taking low care residents of a nursing home on shopping trips and outings.	105
Kingscliff	<u>General Handyman/Groundperson</u> Responsible for gardening & general maintenance duties around the church grounds.	626
Kingscliff	<u>Group Assistant (Aged Care Service)</u> Assist in preparation & implementation of daily activities for the aged & people with a dementia. To assist in daily tasks.	111
Kingscliff	<u>Group Assistant - Bus Escort</u> Outing to various locations and places of interest. Small group of 4 clients.	606
Kingscliff	<u>Services (Laundry assistant)</u> Assist with the folding & delivery of laundry to Residents in a nursing home.	243

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kingscliff	<u>Malfunction Surf Festival Assistant</u> Help erect and dismantle tents and banners	663
Kingscliff	<u>Maintenance / Gardener</u> Assist with maintenance and gardening duties in the grounds of a nursing home.	174
Kingscliff	<u>Volunteer Gardener/Grounds Person</u> To assist the Head Gardener with maintenance of existing gardens. General maintenance of garden, planting etc.	121
Kingscliff	<u>Activities Assistant</u> Working with Activities Officers. One on one with Residents walks/wheelchair walks, going on bus trips, gentle massage. Assisting at concerts.	240
Kingscliff	<u>Fundraising</u> To help at sausage sizzles & other fundraising activities.	567
Kingscliff	<u>Boat Crew</u> Operate boat & rescue procedures.	566
Kingscliff	<u>Radio Operator</u> Maintaining and listening on a watch on marine radio at the rescue headquarters.	565
Kingscliff	<u>Malfunction Surf Festival Assistant</u> Assist with the Stand Up Paddle Race	665
Kingscliff	<u>Malfunction Surf Festival Assistant</u> The assistants would be a hands on role handling registrations, some cash handling involved and handing out competitors packs and prizes. They would also be hands on with selling merchandise.	558
Kingscliff	<u>Malfunction Surf Festival Supervisors</u> Handling registrations, some cash handling involved and handing out competitors packs and prizes. They would also selling merchandise.	557
Kingscliff	<u>Volunteer Cook (Aged Care Service)</u> To volunteer in a team environment preparing morning tea and cooking lunch for approximately 20-25 people. Will be required to follow a set menu.	325

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kingscliff	<u>Activities Assistant</u> To assist with a physical recreation program eg, Croquet & Bowls	310
Kingscliff	<u>Malfunction Surf Festival Assistant</u> Assisting with vehicle display	664
Kirra	<u>Volunteer Respite Assistant</u> Assist Carers with frail, elderly clients to our day centre. Travel in bus with staff to collect and drop clients home. Assist with the service of morning tea and lunch. Encourage participation in group activities and outings.	404
Kirra	<u>Volunteer Respite Centre Assistant</u> To provide support to staff with the activity program for their clients. To assist with meals, activities and outings.	399
Kirra	<u>Volunteer Friendly Visitor</u> Several positions available across the week to visit our elderly clients in their own homes, to sit & chat, have a cup of tea, read, etc. Generally to provide companionship for 1-2 hours per week or fortnight.	447
Kirra	<u>Volunteer Administration Assistant</u> Under direction of paid staff assist with photocopying, filing, making up client files and information kits, make client appointments, data entry, reconciliation of claims, etc	470
Kirra	<u>Volunteer Garden Maintenance</u> To keep outdoor areas, footpaths and parking areas clean and tidy. Basic Garden maintenance including weeding, mulching and light pruning.	168
Kirra	<u>Volunteer Respite Assistant</u> Assist carers with frail, elderly clients to our day centre. Serve morning tea, and lunch. Encourage participation in group activities & outings. Provide companionship to clients. Travel in bus with staff to collect & drop clients home.	449
Kirra	<u>Volunteer Activity Assistants</u> Designing & implementing activities for elderly clients that visit our day respite centre. For eg: music, craft, cosmetic care, seated activities & memory games. Previous experience preferred or in study/training.	434
Murwillumbah	<u>Sales Assistants</u> Assisting customers; assisting with sorting & pricing donated items, maintaining shop presentation, stocking shelves.	40
Murwillumbah	<u>Administration & Fund Raising</u> Professional person required to assist with fund raising. Skills required include journalism or other writing skills & administration duties, public relations, research, advertising and/or business skills.	416

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah	<u>Meal Delivery Driver or Helper</u> To deliver meals packages to clients . Take orders for next day , collect and receipt monies on Fridays. Communicate with co-coordinator. 5-weekly roster	31
Murwillumbah	<u>Horse Riding Assistant</u> To walk or lead a very quiet horse being ridden by a person with a disability. To supervise and socialise with children and or adults with disabilities.	14
Murwillumbah	<u>Volunteer Tutor</u> Assist students with Literacy or Mathematics class work, homework or projects. Must have good reading skills; have empathy, and able to commit each week.	26
Murwillumbah	<u>Shop Assistant</u> Customer Service, general shop duties, opening & closing shop, balancing days takings. Supply customers with information on native plants and their effect on the environment & collecting information about local issues.	32
Murwillumbah	<u>Reader</u> Reading Tweed Link and Daily News on tapes weekly & monthly for vision impaired clients.	12
Murwillumbah	<u>Secretary to Management Committee</u> Attend monthly meeting, take minutes, distribute agenda & minutes to committee members. Photocopying, opening mail and other general office work, all depending on how much the volunteer would like to do.	407
Murwillumbah	<u>Tourist Information Officer</u> Greet visitors, answer enquiries, provide information and/or directions verbally & written. Promoting the regions activities, attractions & accommodation, basic office skills.	71
Murwillumbah	<u>Cleaner</u> Clean bathroom, vacuum office floors, wipes benches, empty bins. All cleaning to be done to a hygienic standard	376
Murwillumbah	<u>Museum Research Assistant</u> To help with research enquiries, either written or verbal. This can involve computer research as well as files and library.	117
Murwillumbah	<u>Front Desk/Recep</u> Answer phones, greet clients in person, give out information as requested, record details on computer and other admin tasks as necessary.	166
Murwillumbah	<u>Activities Assistant</u> To set up "horse course", to assist with games and activities being played be a person with a disability.. Assist with the grooming & feeding of the horses	340

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah	<u>Group Assistant</u> To assist staff with clients (7-10) , the aged, frail & people with a dementia on and off buses and to support staff on outings with activities and meals.	327
Murwillumbah	<u>Reader/Writer for HSC Students</u> Act as a reader / writer for disabled students who are sitting the Higher School Certificate Examinations, and who are unable to read and or write for themselves. Training is provided.	251
Murwillumbah	<u>Museum Assistant</u> To complete data sheets for museum photos, number photos and place in archival storage.	280
Murwillumbah	<u>Handyman / Gardener</u> To assist with garden maintenance and planting. The volunteer needs to be able to work as part of a team and have good communications skills.	301
Murwillumbah	<u>Bread Collection</u> To provide assistance in collecting the bread from a local Bakery and return it to the local Community Centre to re-bag and freeze for the benefit of the clients.	372
Murwillumbah	<u>Project Support Officer</u> <input type="checkbox"/> Maintaining good relations with young participant, <input type="checkbox"/> Supporting participants in lunch preparation & basic supervision & interaction.	652
Murwillumbah	<u>General Duties</u> Vacuuming, cleaning glass, dusting, washing donated items, cleaning windows.	537
Murwillumbah	<u>Volunteer Social Program</u> Volunteer to transport and accompany Murwillumbah Meals On Wheels clients to appointments, shopping etc and for social outings, within NSW.	503
Murwillumbah	<u>Field Member</u> Position involves the use of the Flood boat, rescue services and land search and first aid.	616
Murwillumbah	<u>Workroom Assistant (Clothes)</u> Sort & price clothes and display on racks. Keep floor display tidy.	588
Murwillumbah	<u>Administration Officer/Bookkeeper</u> General Administration duties, filing, mailing etc & bookkeeping.	614

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah	<u>Meal Deliverer</u> Pick up lunches from Greenhills Lodge in the appropriate hot packs. Deliver them in the Murwillumbah area and return to Greenhills Lodge.	619
Murwillumbah	<u>Promotions/Public Relations</u> To promote the Centre within the local community using all free available advertising. To Raise public awareness of the function, and need for, the Caldera Environment Centre.	508
Murwillumbah	<u>General Hand</u> To assist in sorting clothes & bagging up clothes for collection. To assist with deliveries and collection of goods. Cleaning & vacuuming as required.	561
Murwillumbah	<u>Workroom Assistant (Furniture)</u> Move furniture (up stairs) to showroom & back down to loading area when sold. Set up display area, Customer services	585
Murwillumbah	<u>Volunteer Assistant</u> Assisting other volunteers with serving coffee and light snacks and collecting monies. General conversing with visitors and small children. Assisting with children's birthday parties.	448
Murwillumbah	<u>Shop Assistant (Manchester)</u> To sort, price all Manchester. Set up manchester display. Keep work area tidy.	586
Murwillumbah	<u>Customer Service</u> Serve customers and attend till. Display and maintain clothes racks.	587
Murwillumbah	<u>Assistant to Manager</u> To assist the manager with stock taking, ordering, pricing. Seeking long-termer, retired or semi-retired person who is not looking for paid work etc	425
Murwillumbah	<u>Receptionist</u> Answer telephone, collect & distribute mail, meet & greet clients, asset with client enquires as required.	646
North Tumbulgum	<u>Bush Regeneration</u> Weed control, track maintenance, planting & mulching.	497
Own home	<u>Telephone Calling</u> Make a 5 minute daily phone call to check on the health and well being of a frail aged, disabled or medically at risk person who lives alone.	79

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Own Home	<u>Wildlife Hotline Volunteer</u> Involvement with the group could include: fundraising, attending to the wildlife hotline, transportation of animals to vets or carers or the actual care of animals.	91
Pottsville	<u>Handyperson/Groundsman/Gardener</u> Maintain upkeep of buildings and furniture, including minor building work when required. Maintenance of gardens and surrounding areas. Assisting with moving bags of clothing to storeroom - not heavy lifting.	188
Pottsville	<u>Volunteer Market Assistant</u> To assist with setting up for Market - erect marquee, put out bins and signs, assist with allocation of stalls, responding to enquiries from the public, and maintain OH&S. This position will cover for other volunteers if they are ill or absent.	595
Pottsville	<u>Canteen Assistant</u> Assisting canteen coordinator with preparing food, serving students, cleaning of canteen.	459
Pottsville	<u>Opportunity Shop Assistant</u> To assist in the selling of clothing and home/kitchen ware items. Help with cleaning and preparation of donated clothing.	158
Pottsville	<u>Cleaner</u> To assist with general clean up of tables after morning tea & lunch; kitchen; activity room & bathrooms.	539
South Tweed Heads	<u>Sorting Pre-loved Clothes</u> Sorting pre-loved clothes and general shop duties	380
South Tweed Heads	<u>Sales Person</u> Selling pre-loved clothes, bric-a-brac and to operate the cash register.	381
South Tweed Heads	<u>General Handyman</u> Handyman required for emptying clothing bins; sorting clothing, and general shop duties. Some light lifting of clothing bags awaiting collection.	544
Tallebudgera	<u>Pre-ride Assistant</u> Someone who lives close to sweep, put out chairs, assist children with their hats; collect money once a month, and socialise with the children after the ride. Will suit someone who wants to be involved without the physical task of walking with	414
Tallebudgera	<u>Grounds keeper and Maintenance Person</u> To maintain grounds - ride-on mower and wipper-snipper, water trees, sweep, paint fences, check on the horses, and any general maintenance jobs required. Must be able to work alone without supervision.	415

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tallebudgera	<u>Horse Walking Assistant</u> To walk or lead a very quiet horse being ridden by a person with a disability. To supervise and socialise with children and or adults with disabilities. Assist with grooming and saddling of horses.	13
Tweed Heads	<u>Fundraising</u> Selling raffle tickets (at Tweed City Shopping Centre) as required. Help to set up and decorate tables in the board room for special functions (eg: Melbourne Cup & Christmas party.)	637
Tweed Heads	<u>Minutes Secretary/Bookkeeper</u> Attending monthly meetings and taking the minutes of the meeting, Bookkeeper needed to keep account up to date.	143
Tweed Heads	<u>Animal Carer</u> Working with the animals . Cleaning the cages for the Dogs , Cats, Rabbits etc., Grooming the Animals . General Care.	634
Tweed Heads	<u>Delivery of Meals</u> Delivering Meals to the aged and frail who reside within the Tweed Shire.	149
Tweed Heads	<u>Administration Assistant</u> To assist the President with general office work including organising rosters, attending to correspondence etc. Must be computer literate.	598
Tweed Heads	<u>Child Care Assistant</u> To support staff with the end of day tasks including laundry, washing art and craft material, as well as supporting children & staff.	594
Tweed Heads	<u>Secretary</u> To attend 3 -4 meetings per year and take minutes. Then to work at home in own time processing minutes.	600
Tweed Heads	<u>Companion for an Aged Resident</u> To take nursing home residents for walks and provide companionship. Assist activities staff. All are to be long term .Please do not refer anyone who is not prepared to do that.	101
Tweed Heads	<u>Activities Assistant</u> To help aged persons in a nursing home with carpet bowls or ball games. The activities include bingo, lawn bowls, exercising and movies, outing and one-to-one with the residents.	106
Tweed Heads	<u>Tourist Information Officer</u> Greet visitors, answer enquiries, provide information and/or directions verbally & written. Promoting the regions activities, attractions & accommodation, basic office skills.	70

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Heads	<u>Group Assistant</u> Group of active clients aged 40-50 invite you to come be a part of their Community Access Program. Manual handling required for helping clients on and off the bus.	608
Tweed Heads	<u>Assist with Dementia patients</u> To assist staff with daily routine activities and therapies for the nursing home residents.	103
Tweed Heads	<u>Therapies Assistant</u> To assist the Therapists with hand & foot massage, bathing, music & relaxing therapy. This position gives preparation for future nursing training.	102
Tweed Heads	<u>Board Member</u> The management committee sets policy direction for the organisation & maintains standards and oversee the operation of the organisation.	632
Tweed Heads	<u>Cafeteria Assistant</u> Catering and coffee making skills in a friendly café environment. Handling money and cash register.	42
Tweed Heads	<u>Secretary</u> Record, using Tape Recorder, minutes of meetings, to be then typed or written, approx 8 more copies. Address any mail that has been delivered to the official mailbox.	66
Tweed Heads	<u>Group Assistant</u> Come and join our clients aged 40-50 years, with activities such as Bowling & Wood Craft. Small group of 6 clients, require assistance to participate in activities. Visual support and help to prepare lunches.	607
Tweed Heads	<u>Shop Assistant</u> Duties includes: Customer service, counter work; sorting, ironing and hanging clothes & general tidying of shop.	525
Tweed Heads	<u>Dressmaker / Sewing</u> Costume making for theatre productions	462
Tweed Heads	<u>Reception/admin assistant</u> Need to be computer literate. Dealing with customers utilising PCYC facility -- taking inquiries; collecting fees; experience operating computerised cash register/Point Of Sale system; filing & other admin tasks.(Would prefer a	458
Tweed Heads	<u>Group Assistant</u> To assist staff with disability support service for Independent Living Skills Group. The clients are young people with low level needs. At the centre or in the clients home.	593

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Heads	<u>Activities Assistant (Sailability program)</u> Assist Clients (with high physical needs) with travel to and from the Sailability program at Southport. Travel from Tweed Heads to Southport.	451
Tweed Heads	<u>Director/Musical Assistant</u> To assist in the production of the Theatre's plays or musicals.	431
Tweed Heads	<u>Lighting/Sound</u> Set stage lighting, operate lighting desk, etc. Fitting microphones, re-cording sound effects, etc. Good experience for students to learn microphone use, and operate sound desk.	428
Tweed Heads	<u>General Duties</u> General duties include: sorting, ironing and hanging clothes, general shop maintenance and cleaning.	536
Tweed Heads	<u>Committee Member (Blind and Vision Impaired person)</u> Attending monthly meetings as Committee member.	510
Tweed Heads	<u>Storeman</u> Look after warehouse, pick up furniture on the truck.	564
Tweed Heads	<u>Playscheme Worker</u> To provide assistance/support to children in hospital, and their parents.	215
Tweed Heads	<u>Artist/painter for set construction</u> Artist/painter to help with the sets in the production of the play or musical.	476
Tweed Heads	<u>Handyman</u> Child Care Centre needs a volunteer to sand down and re varnish children's play furniture .	589
Tweed Heads	<u>Op shop assistant</u> Unpacking and pricing of donated second hand goods and providing customer service.	182
Tweed Heads	<u>Activities Assistant</u> To assist nursing home staff in the daily recreational activities for the residents.	208

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Heads	<u>Balloonist Art</u> Making animals or objects out of balloons. Creating objects or decorations from balloons.	584
Tweed Heads	<u>Back Stage Assistant</u> Assisting with scenery changes, props. General backstage duties.	427
Tweed Heads	<u>Set Construction</u> To help with the construction and painting of the set for the production of the play or musical.	426
Tweed Heads & Coolangatta	<u>Volunteer Friendly Visitor</u> Several positions available across the week to visit our elderly clients in their own homes, to sit and chat, have a cup of tea, read, etc. Generally to provide companionship for 1- 2 hours per week or fortnight.	403
Tweed Heads West	<u>Activity Assistant</u> Provide art/craft activity programs to elderly clients in an aged care centre.	603
Tweed Heads West	<u>Gardener</u> To assist the head gardener with general maintenance and gardening for the village.	323
Tweed Heads West	<u>Handyman</u> To assist with minor structural work, e.g. retaining walls, lattice repair, gateposts etc. To work with Maintenance man, and also able to work alone when necessary.	601
Tweed Shire	<u>Committee Member</u> Active committee members, with a desire to help intellectually disable people of all ages participate in sport & competitions.	640
Tweed Shire	<u>Sports Program Development Officer</u> Develop sports program for people with an intellectual disability into schools, disability service providers & the community. Sports include: athletics, swimming, ten-pin bowling, golf, bocce, tennis, gymnastics & basketball.	639
Tweed Shire	<u>Street Outreach Worker</u> Engaging with young people, develop supportive relationship, provide assistance and advice with the people who use the patrol, supervising young people while travelling on the bus. Filling out the statistical collections sheets.	490
Tweed Shire	<u>Life Education Volunteer</u> Help raise awareness within the local community of Life Education for primary age children. Assist with fundraising. Assist the educator (practical)	627

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Shire	<u>Bus Driver</u> Checking the bus is in good working order, checking air pressure in tyres, oil and water levels & cleaning the bus. Complete all paper work required	492
Tweed Shire	<u>Social Support Volunteer</u> Visit (weekly/fortnightly basis) frail aged persons and younger people with a disability who are socially isolated.	354
Tweed Shire	<u>Social Support Volunteer</u> To provide companionship/support and practical assistance (eg chat & reading mail). Transport clients (medical appointment, shopping & social events). Basic household tasks (eg light gardening & changing light bulbs)	353
Tweed Shire	<u>Bus Attendant</u> Assisting the frail and aged within the community onto the bus, collecting fares, helping passengers with their shopping.	86
Tweed Shire	<u>Car Driver</u> Taking people in Volunteer's car to medical appointments, wait and return passenger home. Passengers are often frail and aged or disabled.	512
Tweed Shire (Various Locations)	<u>Community Visitor</u> Reliable person to visit lonely residents in Nursing Homes and Hostels. This is a relationship, not task orientated position requiring a sensitive, caring person to commit to provide companionship on a one to one basis.	81
Tweed Shire (Various Locations)	<u>Hands On Volunteers</u> To provide manicures, nail and face massage and one-on-one personal support to residents.	161
Tweed Shire (Various locations)	<u>Distribution</u> Collect film canisters from stores and deliver to businesses along with display boxes. Part of the Portable Ashtray Project.	118
Tweed Shire (Various Locations)	<u>Social Support Volunteer (1on 1)</u> To support the aged, frail & people with a disability with community access. To assist adults with community participation and independent living (e.g. shopping) or social interaction.	140
Tweed Shire (Various Locations)	<u>Early Childhood Family Support Worker</u> Provide practical daily demands of parenting to families with young children (at least one child under 3)	88
Tweed Valley	<u>Physical work (Bush Regeneration)</u> Physical work, weed clearing, planting, maintenance, all aspects of outdoor gardening. Volunteers should dress appropriately ready to commence work.	54

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tyalgum	<u>Childcare Worker</u> To assist Children with play activities. Preparing/Cleaning packing away equipment.	93
Uki	<u>Child Care Worker</u> To support & assist staff with the running of preschool, supervising & assisting with activities and introducing personal knowledge of hobbies/interests to enrich the preschool program, eg. Gardening, ceramics, art. Also cleaning/tidying up.	97
Various - North Coast (travelling)	<u>Workplace trainer</u> Delivering training from Cancer Council's core training program to Cancer Council staff and volunteers in regions. Practical experience in delivering training programs, Good admin skills, ability to lead and facilitate discussion etc.	662