

Volunteer Positions List with Job Description

Positions Available as at Monday, 23 August 2010

Tel: (02) 6672 8288
Fax: (02) 6672 6624
Email: volunteering@nortecld.com.au

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>Administration Assistant</u> To assist with admin duties such as reception, photocopying, filing, mailouts, sale of merchandise, database updating & general admin duties as negotiated with staff.	548
Alstonville	<u>Maintenance Manager (SWSD Team)</u> To undertake general office and vehicle maintenance. Wash vehicles, check oil, water, tyres. Check mileage for services and notify Office Administrator when due. Carry out general office maintenance jobs as required	706
Alstonville	<u>Relay for Life Data Assistant</u> Data entry assistance for Relay of Life. Word & Excel used for data entry, data reporting, receipting & correspondence. Coordinating volunteer information, packing & sending participants' kits etc.	661
Alstonville	<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
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>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
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>Data Assistant to Relay for Life Coordinator</u> Entering team details into Cancer Council database, running database reports, receipting payments, issuing team reports & letters & co-ordinating volunteer information, collating & packing kits for sending to Relay for Life participants.	549
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>Youth Service Volunteer</u> Undertake specific duties negotiated with the Youth Program Officer.	543

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Ballina	<u>Volunteer Carer</u> 1on1 support to attend social activities. Helping with letter writing, shopping, paying bills & banking, transport to appointments & minor garden & hone maintenance (changing light globes).	568
Ballina	<u>Café Assistant</u> Make sandwiches, coffee, tea. Serve cake & meals. Serving customers etc.	642
Ballina	<u>Meal deliverer</u> To deliver meals to Village residents while meeting food safety standards.	555
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>Horse Riding Assistant</u> Prepare horses for sessions- grooming. Leading horses in sessions or walking beside rider.	560
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>Disability Services Volunteer</u> Participate in planned programs, social & recreational activities.	571
Ballina	<u>Driver</u> Drive meal van for meal delivery service.	641
Ballina Special Event	<u>Team Leader - Daffodil Day</u> To attend a Daffodil Day training session at Cancer Council NSW, 4 Aug, 10am.. To coordinate volunteers, merchandise display and stock control at a Daffodil Day site in Ballina.	709
Ballina	<u>Gardening assistant</u> General gardening duties	707
Ballina Special Event	<u>Volunteer - Daffodil Day</u> To sell Daffodil Day merchandise at a site in Ballina.	713
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Ballina Shire	<u>Life Education Volunteer</u> Help raise awareness within the local community of Life Education for primary age children. Assist with fundraising..	629
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	<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
Banora Point	<u>General Services Assistant</u> 1 -1 with Residents, making bed, escorting residents to daily activities, (some residents will be in wheelchairs). ie: to hairdresser/nail care within hostel, take resident for walks in the garden.	573
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>General Services Assistant</u> Making beds, assisting carers in daily morning routines	420
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
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>Youth Activities Worker</u> Assist in the running of afternoon activity programme for youths 11 - 17 years of age.	526
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>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>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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Banora Point	<u>General Services Assistant</u> To work with Personal Carers collecting breakfast trays & assisting in the kitchen, some cleaning involved.	422
Banora Point	<u>Bus Driver</u> To drive a 22 seat mini bus on planned youth excursions	527
Banora Point	<u>Activities Assistant</u> To assist the Diversional Therapist in daily activities, escorting residents to various activities, one on one chats.	421
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. Keeping notes on cats health & socialising (petting & patting) of cats.	534
Bogangar	<u>Activities Assistant</u> Assist with activities and gentle exercises	345
Brunswick Heads	<u>Volunteer Respite Assistant</u> Assist with diversional activities program for older people with dementia and other disabilities.	650
Brunswick Heads	<u>Gardener</u> Assist staff and children with preparation and maintenance of school gardens	648
Brunswick Heads	<u>Admin Assistant</u> General administrative assistance.	688
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>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>Canteen Assistant</u> Food preparation & service	666

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Brunswick Heads	<u>Office Assistant</u> Assist with filing, copying, preparation of teaching resources, etc	647
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
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>Front office/Reception</u> Front office work at the station can be very busy at times, and well-developed people skills, a calm and friendly attitude, along with basic computer and admin skills is essential.	704
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 Special Event	<u>Team Leader - Daffodil Day</u> To attend a Daffodil Day training session at Cancer Council NSW, 3 Aug, 10am To coordinate volunteers, merchandise display and stock control at a Daffodil Day site in Byron Bay.	708
Byron Bay Special Event	<u>Volunteer - Daffodil Day</u> To sell Daffodil Day merchandise at a site in Byron Bay.	711
Byron Shire	<u>Life Education Volunteer</u> Help raise awareness within the local community of Life Education for primary age children. Assist with fundraising.	628
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
Cabarita	<u>Club Co-ordinator</u> Liaise with Veterans Affairs. Welcome club members, oversee general running of the club. To organise & participate in club entertainment & activities.	375
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Chillingham	<u>Childcare Worker</u> To assist Children with play activities. Preparing/Cleaning packing away equipment.	129
Chillingham	<u>Community Vegetable Gardener</u> To work in the Community Vegetable garden.	509
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
Coolangatta	<u>Learning Club Tutor</u> To assist students with the educational support required to encourage motivation & success at school..	352
Crabbes Creek	<u>General Assistant</u> To provide assistance with school grounds maintenance (gardening).	235
Cudgen/Cabarita/Murwillumbah Special Event	<u>Stage Hands/Set Up and Take Down</u> Assisting with scenery changes, props. General backstage duties. 4-6 people required at Cudgen only to set up and take down stacking chairs and 6-seater tables 2-6pm See Special Requirments.	362
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
Dungay	<u>Group Assistant/Bus Escort</u> Be an integral part of our community access team, helping people with a disability to remain active & independent in the wider community. Enjoy a fun day out, visiting new & interesting places in our community with a small group of clients.	330
Dungay	<u>Music Assistant</u> Need a volunteer who can either play an instrument or enjoys music - to assist in a Music Program with Disabilities Clients	180
Dungay	<u>Disabilities Group Assistant</u> If you knit, crochet, do beading, make jewellery, cards, tapestry, woodwork, mosaic or other do other crafts, we need you! Share your skills with people with a disability & make a difference in their lives.	700
Dungay	<u>Leather worker/Drummer</u> Leather Work (am) & Drumming (pm). We need a volunteer who can assist in leather work and also assist in a Drumming program for people with a disabilities.	316

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Dungay & Murwillumbah	<u>Assistant for hydro pool</u> Assistant for Hydro; to assist in the Murwillumbah pool with High Needs Disabilities Clients. No lifting or personal care work!	715
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
Fingal Head	<u>Sponsorship & Grants</u> To write proposals etc to apply for grants & sponsorships.	582
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
Kingscliff Special Event	<u>Store Room Attendant</u> Managing all the participants belongings with the store room system and returning all belongings to their owners.	519
Kingscliff Special Event	<u>Transition Area Controller</u> Directing participants through the correct chute dependant on the leg they are on. Ensuring all participants enter at the correct points - double checking helmets and bike numbers.	612
Kingscliff Special Event	<u>Recovery Zone Assistant</u> Set up and distribute fruit and drinks for athletes, monitor their wellbeing.	657
Kingscliff Special Event	<u>Road Marshalls & Crossing Marshalls</u> Road marshalls - Inform locals and manage the safety of the course. Direct participants and answer spectators' questions. Crossing marshalls - manage spectators wishing to cross the race course.	656
Kingscliff Special Event	<u>Swimming Zone Attendant</u> Marshalling spectators for a smooth start to their race. Giving direction on wave start and answering questions,. Counting participants entering and leaving the water.	655
Kingscliff Special Event	<u>Administration and Registration</u> Checking in participants, distributing packs, answering questions.	654
Kingscliff Special Event	<u>Water Station staff</u> Filling water cups and handing to participants as they pass - ensuring water is constantly replenished and all participants have access to the water.	653
Kingscliff	<u>Volunteer Cook (Aged Care Service)</u> Do you like cooking? Work under supervision of Catering Officer, in a team environment, preparing morning tea and cooking lunch for approximately 7 to 20 people. Help frail, aged and people with dementia to enjoy a home cooked meal.	325

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kingscliff	<u>Aged Care Group Assistant/Bus escort</u> Make a difference! Help support frail, aged & clients with dementia to stay active & independent in our community. Help our staff to help clients on & off buses so they can enjoy a great day out. Bring your passion & empathy and we'll provide	327
Kingscliff	<u>Aged Care Group Assistant</u> To assist staff with the aged, frail & people with dementia with activities & meals, on an outing or in the Centre (the "Cottage"). Make a difference in an older person's life - with a smile or a chat. Help them to stay active & utilise residual	328
Kingscliff	<u>Activities Assistant</u> Assist the staff with assorted activities, bingo, bowls, helping on bus trips for the residents and assisting with morning teas etc	109
Kingscliff	<u>General Handyman/Groundperson</u> Responsible for gardening & general maintenance duties around the church grounds.	626
Kingscliff Special Event	<u>Set up crew</u> Setting up and taking down all infrastructure needed for the event.	617
Kingscliff	<u>Administrative Assistant</u> General office duties, answering telephone, greeting visitors, delivering mail & dealing with general resident requirements.	493
Kingscliff	<u>Volunteer Gardener/Grounds Person</u> Our Award Winning Garden needs Volunteers! Do you enjoy being outside and in the garden? We have a beautiful garden, which requires constant maintenance. Come join our team of 4 gardeners and help keep our Garden an Award winning	121
Kingscliff	<u>Bus/coach Washing</u> Washing organisational vehicles, including buses, at the Kingscliff cottage.	339
Kingscliff Special Event	<u>Swimming Zone Attendant</u> Marshalling spectators for a smooth start to their race - giving direction on wave start and answering questions, counting participants going in and out of the water.	679
Kingscliff Special Event	<u>Competitors Numbers Scribe</u> Writing the number and category on the triathlete at registration.	680
Kingscliff	<u>Services (Laundry assistant)</u> Assist with the folding & delivery of laundry to Residents in a nursing home.	243
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kingscliff	<u>Services Cleaner</u> To assist in General cleaning duties in a nursing home.	59
Kingscliff	<u>Activities Assistant</u> To assist with a physical recreation program eg, Croquet & Bowls	310
Kingscliff	<u>Activities Assistant</u> To assist in taking low care residents of a nursing home on shopping trips and outings.	105
Kingscliff	<u>Maintenance / Gardener</u> Assist with maintenance and gardening duties in the grounds of a nursing home.	174
Kingscliff	<u>Customer Service</u> To provide customer service. Also involves sorting items and ironing. General cleaning of the store.	207
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>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
Murwillumbah Special Event	<u>Stage Light Assistant</u> Set stage lighting, operate lighting desk, operate spot lights etc.	361
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 Special Event	<u>Social Research</u> Assist patrons to complete the evaluation survey. Handout & collect surveys from market traders.	395
Murwillumbah Special Event	<u>Elders Tent</u> WE ARE NOT SURE IF WE WILL RUN THIS TENT YET.	396
Murwillumbah Special Event	<u>Stage Sound Assistant</u> Operate sound desk (no experience necessary. Please see special requirements.	360

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah	<u>Pound Volunteer</u> Helping to feed animals, clean pens, exercising and spend time with the pound cats & dogs. Some answering of phones & contact with the public. Must love animals.	393
Murwillumbah Special Event	<u>Site Set Up & Take Down</u> Erect and dismantle Marquees, erect and dismantle flags and banners, Erect and dismantle hessian fence, mark out market traders site allocations, set up and dismantle any other equip as required.	168
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>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 Special Event	<u>Parking Marshall-Gate 2 Performers & Disability</u> Direct patrons to parking. Monitor parking availability and redirect patrons when parking is full.	62
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 Special Event	<u>Dance Stage - MC</u> Introduce dance acts on the dance stage, housekeeping & announcements.	90
Murwillumbah Special Event	<u>Office Admin</u> Data entry, website updating, media releases, reception and public information. Additional hours for period 1 Aug to 22 Aug 2010	112
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 Special Event	<u>Green Room</u> Liaise with performers, ensure performers are aware of set times, direct performers to production after set is finished.	137
Murwillumbah	<u>Cleaner/Gardener</u> General cleaning duties and garden maintenance - mowing & weeding.	150
Murwillumbah Special Event	<u>Performer Check In</u> Register performers, issue crew passes, direct performers to green room.	209

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah	<u>Administration Assistant</u> General office duties, including filing, photocopying, email and reception. Data entry and Word Processing. Contacting volunteers and organisations to ensure support and service.	162
Murwillumbah	<u>Activities Assistant</u> To set up "horse course", to assist with games and activities being played by a person with a disability.. Assist with the grooming & feeding of the horses	340
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 Special Event	<u>Main Stage</u> Assist stage manager with getting performers and equipment on & off the main stage.	22
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>Sales Assistants</u> Assisting customers; assisting with sorting & pricing donated items, maintaining shop presentation, stocking shelves.	40
Murwillumbah Special Event	<u>Parking Marshall-Gate 1 Patrons</u> Direct patrons to parking. Monitor parking availability and redirect patrons when parking is full.	208
Murwillumbah	<u>Management Committee Member</u> Management Committee members provide leadership for the Community College. Committee members oversee the operations and activities of the organisation to ensure it fulfils its aims.	201
Murwillumbah	<u>Museum Assistant</u> To complete data sheets for museum photos, number photos and place in archival storage.	280
Murwillumbah Special Event	<u>Production Office</u> Assist Admin Mgr with hourly takings, paying performers and other suppliers, issuing crew passes, filing paperwork and updating databases.	292
Murwillumbah Special Event	<u>Bar Staff</u> Experienced in Bar opening and closing procedures, opening and closing stock takes.	298
Murwillumbah	<u>Reader</u> Reading Tweed Link and Daily News on tapes weekly & monthly for vision impaired clients.	12

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah Special Event	<u>Bar Manager</u> Experienced in Bar opening and closing procedures, opening and closing stock takes.	151
Murwillumbah Special Event	<u>Waste Management - Bin Monitors</u> Assist Patrons to determine the correct bin to use when disposing of waste. Monitor bins and advise site mgr if overflowing.	465
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 Special Event	<u>Bump In & Bump Out</u> Assist Site Manager with the collection and return of equip and deliver to site.	515
Murwillumbah	<u>Project Support Officer</u> Maintaining good relations with young participant, Supporting participants in lunch preparation & basic supervision & interaction.	652
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 Special Event	<u>Desktop publishing - computing</u> Computer design of brochures, programmes, flyers etc	689
Murwillumbah Special Event	<u>Set Construction</u> To help with the construction and painting of the set for the production of the play or musical. See Special Requirements.	563
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 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>Customer Service</u> Serve customers and attend till. Display and maintain clothes racks.	587
Murwillumbah	<u>Shop Assistant (Manchester)</u> To sort, price all Manchester. Set up manchester display. Keep work area tidy.	586

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah Special Event	<u>Site Set Up Crew @ Unity Festival</u> Erect & pull down marquees, put up flags, banners, parking attendants.	597
Murwillumbah	<u>Field Member</u> Position involves the use of the Flood boat, rescue services, land search, tree- lopping and first aid etc.	616
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>Receptionist</u> Answer telephone, collect & distribute mail, meet & greet clients, asset with client enquires as required.	646
Murwillumbah Special Event	<u>Ticket Gate - Cash Sales</u> Assist Ticket Gate Manager with sales.	697
Murwillumbah Special Event	<u>Activity Set-up and Take-down</u> Fri 20 Aug 2010 - Set up tables, chairs, sets and props, tablecloths & decorations. Tidy, clean up and take down after activity - 5-6 people needed. Sat 21 Aug 2010 - Set up marquees and seating. Tidy, clean up and take down at end of activity- 5-6	701
Murwillumbah Special Event	<u>Raffle Ticket Seller</u> Selling Tweed Valley Banana Festival raffle tickets on the street (allocated days approved by Council). Neat and tidy clothing and footwear required.	702
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>General Duties</u> Vacuuming, cleaning glass, dusting, washing donated items, cleaning windows.	537
Murwillumbah	<u>Workroom Assistant (Clothes))</u> Sort & price clothes and display on racks. Keep floor display tidy.	588
Murwillumbah Special Event	<u>Ticket Gate - Prepaid</u> Check in prepaid ticket holders.	446
Murwillumbah Special Event	<u>Parking Marshall-Gate 3 Market Traders</u> Direct Market traders to allocated site. This gate will close at noon sharp.	1

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah Special Event	<u>Parking Marshall-Gate 4 -Guests/dancers/volunteers</u> Direct guests/dancers/volunteers to specified parking.	716
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
North Coast - Various Locations	<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
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
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>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>Administrative Assistant</u> General reception and administration duties , Assisting with enquires, take bookings and payment for room hire. Assisting the public with Internet enquiries.	192
Pottsville	<u>Computer and Internet Officer</u> To provide basic individual computer lessons to the community. Also provide IT support to the staff.	190
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>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>Reception/Front of House</u> Reception duties - taking and receipting payments, general office duties, preparing rooms for hire. Work closely with Administration Assistant.	198

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Pottsville	<u>Cleaner</u> To assist with general clean up of tables after morning tea & lunch; kitchen; activity room & bathrooms.	539
Pottsville	<u>Canteen Assistant</u> Assisting canteen coordinator with preparing food, serving students, cleaning of canteen.	459
Pottsville	<u>Children Disabilities Service Group Assistant/Bus Esco</u> Fit, active volunteers to support staff working with small (4-5) groups of childrens with a disability on outings. These include Bar-B-Qs, Currumbin Sanctuary, Macadamia Castle, Theme Parks & swimming. Make a difference & help them	342
Pottsville	<u>Toy Library Assistant</u> Toy Library operates on Tues and Thurs on demand during NSW school term. The position is available to workers who volunteer on these days in either the Opportunity Shop or the Admin Office.	281
Pottsville Beach	<u>Site Assignor</u> Set up information stall and Gazebo. Meet, greet and direct stall holders to allocated sites, record stall holder attendance and allocations.	51
Pottsville Beach	<u>Market Stall Fees Collector</u> Sight insurance documents and collect fees from stallholders, record and receipt all monies, prepare for banking.	52
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
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
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>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

<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>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 Special Event	<u>Volunteer - Daffodil Day</u> To sell Daffodil Day merchandise at a site in Tweed Heads.	712
Tweed Heads	<u>Sales Assistant</u> Sales assistants wanted to join a friendly volunteer team at the best little op-shop in Tweed Heads. Customer contact or behind the scenes work available, with hours to suit you.	34
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>Shop Assistant</u> Customer Service, stock control and display, using cash register, and general shop duties.	36
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>Committee Member (Blind and Vision Impaired person)</u> Attending monthly meetings as Committee member.	510
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>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>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>Volunteer Driving Supervisor</u> Supervising up to 4 learner drivers while they complete their driving training hours (operate an automatic vehicle)	696

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Heads	<u>Cafeteria Assistant</u> Catering and coffee making skills in a friendly café environment. Handling money and cash register.	42
Tweed Heads Special Event	<u>Team Leader - Daffodil Day</u> To attend a one hour Daffodil Day training session at Sth Tweed Bowls Club - 4 Aug 5.30-6.30pm. To coordinate volunteers, merchandise display and stock control at a Daffodil Day	710
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>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
Tweed Heads	<u>Creative recycling</u> Showing people with disabilities how to recycle useful items out of rubbish.	694
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>Op shop assistant</u> Unpacking and pricing of donated second hand goods and providing customer service.	182
Tweed Heads	<u>Playscheme Worker</u> To provide assistance/support to children in hospital, and their parents.	215
Tweed Heads	<u>Fitting Room Supervisor</u> To keep fitting rooms neat & tidy. Hand out tags to customers when trying on clothes. General tidying of shop.	682
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>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>Delivery of Meals</u> Delivering Meals to the aged and frail who reside within the Tweed Shire.	149

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Heads	<u>General Duties</u> General duties include: sorting, ironing and hanging clothes, general shop maintenance and cleaning.	536
Tweed Heads	<u>Activites Assistant</u> To assist people with a disability in a wide variety of recreational and/or social activities. These activities suit someone with artistic or entertainment skills.	391
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>Volunteer Car Driver</u> To drive clients (using the organisation car) to John Flynn hospital or Southport or other appointment as necessary,	705
Tweed Heads	<u>Balloonist Art</u> Making animals or objects out of balloons. Creating objects or decorations from balloons.	584
Tweed Heads	<u>Activity Assistant</u> Assist the sites bus driver every Mon afternoon on a scenic trip around the Tweed.	699
Tweed Heads area	<u>Disabilities residential housing volunteer</u> To assist people with disabilities in long-term care, in their homes. Activities may involve reading or watching TV with clients, helping them with their houseplants etc	693
Tweed Heads area	<u>Bus driver</u> After school pickups and drop-offs	695
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 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 Shire	<u>Dementia Monitoring Program Support</u> Assist people with dementia to maintain independence, by helping them make appointments, plan their weekly calendar, with meal preparation & to maintain social connections. Be our eyes & ears to alert us to changes in progression of	335

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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	<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>Management Committee (Board) - 2 positions</u> Participate in governance practices and decision-making for a fast-growing not-for-profit organisation. Attend Management Committee meetings every fourth Wednesday of the month and read relevant reports in preparation.	16
Tweed Shire Special Event	<u>Make-Up Assistant</u> To tidy up make-up kits. Clean brushes. Replace anything necessary. Purchases to be paid for by MTC. No experience required. Please see Special Notes.	703
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>Dog Team Person</u> To take your dog into primary schools and sit with children who read to your dog. Each child reads one on one to your dog for approx. 20 minutes.	687
Tweed Shire	<u>Life Education Volunteer</u> Help raise awareness within the local community of Life Education for primary age children. Assist with fundraising.	627
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>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>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>Street Outreach Worker</u> Team-member engaging with young people to promote safe, healthy community environment: supporting young people on the streets at night with provision of information & light refreshment. Supervising any young people travelling on bus.	490
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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 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
Tyalgum	<u>Childcare Worker</u> To assist Children with play activities. Preparing/Cleaning packing away equipment.	93
Uki	<u>Clerical Assistant</u> Duties include Data entry, assist with filing and storage - working under supervision.	133