

# Volunteer Positions List with Job Description

Positions Available as at Monday, 20 April 2009

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>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>Regional Office Assistant</u> Assist with general office tasks, data entry, filing, photocopying prepare information packs ,mail-outs, banking.	2
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/Ballina/Tweed Area	<u>Health Promotions/ Public Speaking</u> To provide community groups with information about prevention and early detection of cancer.	9
Ballina	<u>Reception Volunteer</u> Office/clerical experience, ability to use a telephone with multiple incoming lines,	572
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>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>Shopping Bus Volunteer</u> Helping with shopping for ageing clients. Collecting items from shelves & loading shopping bags onto the bus. Provide social support.	569

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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>Disability Services Volunteer</u> Participate in planned programs, social & recreational activities.	571
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>Youth Service Volunteer</u> Undertake specific duties negotiated with the Youth Program Officer.	543
Ballina	<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	551
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
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
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
Bangalow - Byron Bay	<u>Bus Driver</u> Pick up bus in Byron Bay - driveto Bangalow take residents on outings in bus for the day then return bus to Byron Bay.	590
Banora Point	<u>Youth Activities Worker</u> Assist in the running of afternoon activity programme for youths 11 - 17 years of age.	526

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Banora Point	<u>Maintenance Officer</u> General maintenance on equipment, ropes and ladders. Stocktaking and receiving equipment.	134
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>Bus Driver</u> To drive a 22 seat mini bus on planned youth excursions	527
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>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>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>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.	420
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>Stores Officer</u> Issuing and recording personal equipment to members. Stocktaking and maintenance of stores.	135
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>General Services Assistant</u> To work with Personal Carers collecting breakfast trays & assisting in the kitchen, some cleaning involved. Chat to residents	575

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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>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> 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>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>Field Member</u> Position involves the use of the Flood boat, rescue services and land search and first aid.	27
Billinudgel	<u>Carer</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
Byron Bay	<u>Treasurer</u> Ensure correct books and accounts are kept, and that all monies are collected and receipted, and all payments authorised by the association are made. Provide a signed monthly report, prepare and review the annual budget, complete taxation	550
Byron Bay	<u>Event Volunteer</u> To provide assistance and support to organisers of a fundraising event, assist with set up and pull down of event, assist with drinks etc.	583
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 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.	136

<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
Chillingham	<u>Gardener / Ground Maintenance</u> To provide gardening maintenance & planting at Community Centre Site. Love of gardening & knowledge of landscaping and riparian planting. Days are negotiable.	142
Chillingham	<u>Canteen Worker</u> Preparation of food for the school canteen.	524
Chillingham	<u>Office/Admin Assistant</u> To work in an office environment, providing assistance to Clients. Answer telephones, filing etc. some housekeeping duties included.. Knowledge of the internet and computer would be useful.. If a beginner; Tuesday and Wednesday	120
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
Crabbes Creek	<u>Library Assistant</u> To provide administrative support to the Librarian, teachers and students. To help with stock takes and repairing of books.	234
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>Wildlife Volunteer - Hospital</u> Assisting within the vet department in caring for sick, injured and orphaned wildlife and being involved in the care of animals in the Presentations Dep which educates the public about wildlife and their conservation.	392
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>
Currumbin	<u>Wildlife Volunteer - Keepers Assistant</u> Assisting keepers on their rounds, cleaning and refurbishing animal enclosures, food preparation, feeding animals. Applications only accepted from Jan to end April.	547
Dungay	<u>IT Person</u> To assist with cleaning up computer hard drives.	559
Duranbah	<u>Grounds person</u> To support the establishment of an outdoor classroom. Establish a seed propagation program and to assist the Grounds man to maintain and refurbish grounds.	175
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
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, etc. Generally to provide companionship for 1-2 hours per week or fortnight.	445
Elanora and surrounding areas	<u>Medical transport driver/detailer</u> Using company vehicle, transport frail, aged clients to medical appointments.	460
Fingal Head	<u>Sponsorship &amp; 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	<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
Kingscliff	<u>Group Assistant</u> To support the aged, frail & people with a dementia on and off buses. Clients are Male.	329
Kingscliff	<u>Radio Operator</u> Maintaining and listening on a watch on marine radio at the rescue headquarters.	565

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kingscliff	<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.	446
Kingscliff	<u>Customer Service</u> To provide customer service. Also involves sorting items and ironing. General cleaning of the store.	207
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>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
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>Management Committee Member</u> The Committee members provide support, leadership and direction for the paid staff and volunteers.	218
Kingscliff	<u>Meal Deliverer</u> Delivery of meals from Pottsville to Banora Point. Volunteers are required to use their own vehicles on one rostered day(s) per month. The job involves delivering meals to people in their own homes.	221
Kingscliff	<u>Boat Crew</u> Operate boat & rescue procedures.	566
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>Fundraising</u> To help at sausage sizzles & other fundraising activities.	567
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Kirra	<u>Activity Assistants</u> Provide art/craft activity programs to elderly clients in day respite centre.	434
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>Cook</u> Cook to make homemade sweet and savoury morning and afternoon teas for respite centre. Fully equipped kitchen, ingredients supplied.	397
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>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>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>Reader</u> Reading Tweed Link and Daily News on tapes weekly & monthly for vision impaired clients.	12
Murwillumbah	<u>Stage Hands</u> Assisting with scenery changes, props. General backstage duties.	362
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>Youth Supervisor</u> Supervise young people on a bus from Murwillumbah to Tweed Heads to attend monthly Disco/dance party & return	456

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Murwillumbah	<u>Stable Hand</u> To assist with the grooming and saddling horses, clean stables and feed the horses.	341
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>Research Person</u> Person must have definite interest in the local environment. Assist Co-ordinator to research current local environmental issues. Some study/knowledge of environmental issues an advantage.	336
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>Musician/Singer</u> To entertain residents of a nursing home. To play the Lodge's piano, or to bring their own musical instrument to entertain residents.	304
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>Cleaner/Gardener</u> General cleaning duties and garden maintenance - mowing & weeding.	150
Murwillumbah	<u>Support Worker</u> To support workers with disability. Reinforce work principles & practice. To assist in work tasks at the food factory outlet. Compassionate and keen to work with people with disabilities doing packaging for external contractors..	76
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>Sales Assistants</u> Assisting customers; assisting with sorting & pricing donated items, maintaining shop presentation, stocking shelves.	40
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

<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.	31
Murwillumbah	<u>Activities Assistant</u> To assist the Activities Officer with varied activities, games, and bus outings.	303
Murwillumbah	<u>Assistant to Manager</u> To assist the manager with stock taking, ordering, pricing	425
Murwillumbah	<u>Site Set Up and Take Down Crew</u> Erecting pop up quick shades, setting up table & chairs, erecting flags, site decorations, siting market traders. Dismantling shades etc at the end of the day. Helping with the sausage sizzle.	479
Murwillumbah	<u>Volunteer Social Program</u> Volunteer to transport and accompany Murwillumbah Meals On Wheels clients to appointments, shopping etc and for social outings.	503
Murwillumbah	<u>Shop Assistant/Researcher/Conservation</u> Assist in Shop, Carry out research on environmental issues and actively participate in environmental conservation.	475
Murwillumbah	<u>Bus driver</u> To drive Greenhills Lodge bus to take accompanied residents on outings.	546
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>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>Artist - Set Construction</u> To help with the construction and painting of the set for the production of the play or musical.	563
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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>General Duties</u> Vacuuming, cleaning glass, dusting, washing donated items, cleaning windows.	537
Murwillumbah	<u>Shop Assistant (Manchester)</u> To sort, price all Manchester. Set up machester display. Keep work area tidy.	586
Murwillumbah	<u>Administration &amp; 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	<u>Customer Service</u> Serve customers and attend till. Display and maintain clothes racks.	587
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>Workroom Assistant (Clothes)</u> Sort & price clothes and display on racks. Keep floor display tidy.	588
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
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

<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>Grounds Keeper</u> Maintain the upkeep of children's sandpit, swing area, mud patch & lawns. Involves shovelling & raking & sweeping. No mowing	538
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>Teachers Aide</u> To assist teachers to implement Individual & group learning programs for student. Photocopying & some computer work.	480
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
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>Sorting Pre-loved Clothes</u> Sorting pre-loved clothes and general shop duties	380
Southport Donor Centre	<u>Refreshment Volunteer</u> To work in the Refreshment area of the blood donor centre. In the kitchen making and serving tea, coffee milkshakes and food in the waiting area.	515
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
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

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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
Tweed area	<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	552
Tweed Coast	<u>Bus Attendant</u> Assisting the frail and aged within the community onto the bus, collecting fares, helping passengers with their shopping.	86
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>General Duties</u> General duties include: sorting, ironing and hanging clothes, general shop maintenance and cleaning.	536
Tweed Heads	<u>Kitchen Storeman</u> To assist the catering staff in the daily running of the kitchen. Duties include unpacking the stores and keeping the storeroom clean and tidy.	113
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>Assist with Dementia patients</u> To assist staff with daily routine activities and therapies for the nursing home residents.	103
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
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>Companion for an Aged Resident</u> To take nursing home residents for walks and provide companionship.	101

<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>Dog Walker</u> To provide exercise for dogs while in the care of the RSPCA, (dogs are on leads and need to be kept under control)	39
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>Cafeteria Assistant</u> Catering and coffee making skills in a friendly café environment. Handling money and cash register.	42
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>Op shop assistant</u> Unpacking and pricing of donated second hand goods and providing customer service.	182
Tweed Heads	<u>Bingo Caller</u> To help organise the residents for Bingo and call the numbers. Set up and put away equipment.	263
Tweed Heads	<u>Committee Member (Blind and Vision Impaired person)</u> Attending monthly meetings as Committee member.	510
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>Playscheme Worker</u> To provide assistance/support to children in hospital, and their parents.	215
Tweed Heads	<u>Gardener</u> To assist the head gardener with general maintenance and gardening for the village.	323

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Tweed Heads	<u>Activities Assistant</u> To assist nursing home staff in the daily recreational activities for the residents.	208
Tweed Heads	<u>Dressmaker / Sewing</u> Costume making for theatre productions	462
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>Gift Shop Assistant</u> Working in a gift shop, using a computerised cash register, restocking the shelves and assisting the general public. Also need to become members of the Auxiliary, and participate in selling raffle tickets, attending street stalls, baking	262
Tweed Heads	<u>Ambulance Driver and/or Ambulance Assistant</u> Driving the RSPCA Ambulance Van, collecting dogs from various foster carers, collecting donations, taking animals to vets, assisting with animal emergencies.	183
Tweed Heads	<u>Cooking (BBQ)</u> Fundraising BBQ To help in the cooking & serving of sausage sandwiches. To serve customers with food & drinks. Help cleaning BBQ and packing away equipment.	494
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>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	<u>Delivery of Meals</u> Delivering Meals to the aged and frail who reside within the Tweed Shire.	149
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 clientshome.	593

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
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>Director/Musical Assistant</u> To assist in the production of the Theatre's plays or musicals.	431
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 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>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>Mobile Street Service Members</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>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> To drive a 15 seat Mercedes bus for outings. Will be responsible for the safety of elderly clients.	169
Tweed Shire	<u>Shift Supervisor</u> Briefing/debriefing workers before & after shifts, ensuring all procedures are adhered to (completing & filing logs, forms, statistics). Providing support for team members, contacting other support services if required (eg: police/ambos)	488
Tweed Shire	<u>Volunteer Bus Helper</u> To support an Activity Officer in caring for elderly clients on bus outings. Duties include helping to serve picnic lunches, also to ensure seat belts are used correctly etc.	176
Tweed Shire	<u>Senior First Aid Officer</u> Advise on medical action to be taken regarding any first aid issues, administer first aid treatment. Advise Coordinator to contact Emergency Services if required, Liaise with emergency services (ambo's/police). Record all first aid/critical	489

<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 (Various Locations)	<u>Early Childhood Family Support Worker</u> Provide practical and emotional support around the daily demands of parenting to families with young children (at least one child under 3)	88
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>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 committ to provide companionship on a one to one basis.	81
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>Hands On Volunteers</u> To provide manicures, nail and face massage and one-on-one personal support to residents.	161
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>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
Uki	<u>Computer Skills</u> Someone who could teach Microsoft Office Publisher, and other basic computer requirements, i.e. photos downsize to email; scanner use; VHS to DVD transfer.	65
Uki	<u>Computer Person</u> To provide support/training to new computer users. To provide assistance in administration role.	23

---

<u>Location</u>	<u>Position</u>	<u>Job No:</u>
Uki	<u>Administration Assistant</u> To assist in general office duties & data entry including photocopying; laminating; bookbinding; creating and printing labels; hiring equipment; responsibility for OH&S policies and procedures, etc.	388
Various Locations Mobile Van	<u>Refreshment Volunteer</u> To work in the Refreshment area of the mobile van, making and serving tea, coffee, milkshakes and food in the waiting area for blood donors.	517