



Seniors Program Volunteer Assistant Program: Lifestyle Services

Volunteer Program Contact:

| | |
|-----------------|--|
| Name | Brittany Campbell |
| Position | Coordinator – Volunteer Program |
| Phone | 6293 6379 |
| Email | brittany.campbell@commsatwork.org |

Program Supervisors / Contacts:

| | |
|-----------------|--|
| Name | Hope McMahon |
| Position | Lifestyle Services Manager, Seniors & Transport |
| Phone | 6126 9013 |
| Email | Hope.mcmahon@commsatwork.org |

| | |
|-----------------|--|
| Name | Jaimi-Lee Morris |
| Position | Lifestyle Services Coordinator, Seniors & Transport |
| Phone | 6126 9613 |
| Email | Jaimi-lee.hacker@commsatwork.org |

Times and Location:

Senior Lifestyle Services operate from these locations:

Ngunnawal Neighbourhood Centre (Yarrowong St Ngunnawal) Wednesdays 9:30am - 2pm and Fridays 10am - 2:30pm

Weston Creek Community Centre (Parkinson St Weston Creek) Tuesdays 9am - 1:30pm and Thursday 9am - 4pm

Gungahlin Men's shed (Ngunnawal Neighbourhood Centre, Yarrowong St Ngunnawal) Fridays 9:30 am – 12:00 pm

Volunteer hours are flexible within these times. Volunteers whose shifts align with the start/finish of the sessions are required to arrive 15 minutes early and/or leave 15 minutes after the group ends to assist with set up and pack down.

Our Vision

A resilient and socially inclusive community that cares for the well-being of all.

Our Mission

To deliver quality community services of social value and practical benefit.

Our Values

Trust, Integrity & Transparency:

We earn the confidence of the community by instilling these qualities throughout every aspect of Communities@Work.

Respect for All:

We respect everyone we deal with, care about everyone in the community and value difference and diversity.

Flexibility & Responsiveness:

We are adaptive and agile in pursuing the vision of Communities@Work, with a proactive approach to change and progress.

Quality & Innovation:

We are committed to excellent service delivery, underpinned by continuous improvement and innovation.

Affordability & Sustainability:

We ensure our services are relevant and appropriate as we build our capacity for a sustainable future.

About the Program:

The **Centre for Seniors** is a welcoming place to meet and make friends, engage in a range of great activities and have fun. There's always a lot going on!

The **Gungahlin Men's shed** welcomes men of all ages, cultures and backgrounds. The group gives men the opportunity to meet in a friendly social environment and work on meaningful projects of their choosing.

Activities can include stimulating art and craft projects, workshops and courses, support and information, a delicious two course hot lunch, exercise classes, the opportunity for interesting conversation and group excursions

Duties:

- Assisting with the coordination and running of activities such as craft, games and conversation
- Providing support to members of the group
- Chatting with and relating to group members
- Helping with the set up and pack down of activities
- Assisting with the weekly raffle (Ngunnawal)
- Other general activities as directed

Skills and Experience:

- Conversational Skills
- Experience with/interest in arts and crafts
- Sound understanding of boundaries and confidentiality

Qualities:

- Empathetic, caring and unprejudiced
- Fun, light hearted and positive demeanour
- Enjoy interacting with elderly people
- helpful, respectful and caring manner
- Punctual and reliable
- A willingness to work under supervision and direction
- Able to interact with Communities@Work's team members and stakeholders in a friendly, helpful and respectful manner
- Willing to accept Communities@Work's core vision, mission and values, and represent the organisation within the framework

Additional Requirements:

- Working with Vulnerable People Registration
- Attendance at a two hour Communities@Work Volunteer Induction
- Attendance at other training sessions as required including Program Area/Role specific orientation and training

Communities@Work has a vision for a resilient and socially inclusive community that cares for the well-being of all.



Aboriginal and
Torres Strait Islander
Inclusive

Proud Provider
of the
NDIS



CALD
Inclusive