

Volunteer Application Pack



'making a difference' – volunteers - where would we be without them?

Welcome to Spring Creek Community House in Torquay and thank you for your offer to volunteer!

As a not-for-profit organisation, we appreciate all the help we can get and welcome anyone from the community willing to participate in the administration of *their own community house*.

There is a great deal of satisfaction in *making a difference*. Building and sharing new skills, meeting new people and adding variety to your work and daily life experiences are all an integral part of joining Spring Creek Community House as a volunteer.

You will enjoy your time at the 'House', make many new friends and learn new, or share, your skills! Should you ever have any queries or need help with anything, please feel free to contact the Volunteer Co-ordinator or the House Co-ordinator.

Mission Statement

SPRING CREEK COMMUNITY HOUSE INC. IS COMMITTED TO THE PROVISION OF A WELCOMING ENVIRONMENT, IN WHICH THE DEVELOPMENT AND ENRICHMENT OF THE LIVES OF PEOPLE IN THE LOCAL COMMUNITIES ARE FACILITATED.

Profile

Recognising a need to develop community consciousness and spirit, a small dedicated group of volunteers turned their visualisation of a role and future for a community house on the Surf Coast into reality, becoming Incorporated 22nd September in 1993. Spring Creek Community House proudly continues to honour the ideals and philosophy of this pioneer group and aspires and adheres to their vision and mission.

A significant and respected community centre has evolved providing support services, Community Development programmes and Adult Community Education. This presents many and varied opportunities to acquire, extend and enhance skills, build self-confidence, personal growth and well-being.



Spring Creek Community House is responsive to expressed local needs with a strong focus on community development, sharing common interests, experiences, friendship and socialisation.

The House also offers a stable venue for many other community groups and activities.

In 1996, Spring Creek Community House established 'Springboard' - our Community Newspaper. This has been extremely successful and enthusiastically received providing other not-for-profit community groups and activities an opportunity for broader exposure.

Spring Creek Community House has a dedicated volunteer component enabling the House to cope with relatively little funding and as a non-profit organisation, relies heavily on community grants and sponsorship supplemented by a strong emphasis on fundraising activities for financial assistance.

STAFF AND VOLUNTEERS

We have five part time paid staff members and a number of volunteer staff, including our Committee of Management and always looking for more.

We provide on a daily basis internet access, resource and referral as well as an administrative service complementing our community development profile. The Community House is open to the public Monday to Thursday from 9.00am-3.30pm, and closed during school holidays and public holidays.

SPRING CREEK COMMUNITY HOUSE

The 2006 Department of Victorian Communities ran a census of community houses across Victoria. Spring Creek Community House saw 790 people through its doors in a week. In 2007 these numbers are still growing.

Now Town by Town correspondent for local community group news Torquay Food Aid drop-off point, production of Springboard Community Newsletter covering 5,200 homes.

Groups

- Alcoholics Anonymous
- Yoga
- Community Kitchen
- Young Wolves
- Meditation
- M.A.P. interactive activities for children and parents
- Painting – acrylics & watercolors
- Book Club
- Quirky Craft
- Sewing
- Painting with Parkinsons

Community Education - Spring Creek Community House is strongly committed to providing life-long learning and endeavours to deliver accredited courses & life enrichment courses.

Initiatives

- Acapella Festival
- Book Club
- Cancer Support Group
- Community Art Studio
- Community Bus
- Craft Shop
- Danawa Community Garden
- Gala Market
- Living Green tour
- Post Natal Depression Support Group
- Soup kitchen
- Grampians Numeracy and Literacy programme
- Living Green Expo (winner of Australia Day Community Event 2004 Award)
- Surf Coast Wahinis programme - surfing lessons for older mature women
- What's going on - Social coffee morning highlighting local community services
- Springboard Community News
- Sundial Dunes Dash
- Surf Coast Business & Community Network
- Surf Coast Connect (community radio)
- Surf Coast Film Society
- Surf Coast Life Activities Club
- Tool Library
- Turn of the Tide
- U3A – in Conjunction with Anglesea Community House

Currently looking for funding for following initiatives –

- Community Art Studio
- Morning Activities Programme

Support and working partnerships

- ANHLC
- Barwon Health
- Barwon Network of Neighbourhood Houses
- Department of Human Services
- Food Bank
- Legal Aid
- Local businesses
- Local Kindergartens
- Local schools
- Matchworks job network
- Ocean Grove Neighbourhood Centre
- Rotary Club Torquay
- Scouts group
- Surf Coast Network of Neighbourhood Houses
- Surfcoast Secondary College
- Surf Coast Shire
- Surf Coast Times
- SurfWorld
- Take a Breath playgroup
- Tax Help
- Torquay Community Enterprise
- Torquay Community Website (torquay.vic.au)
- Torquay Library
- Torquay Lions Club / Rotary
- Town by Town



THE ROLES AND RESPONSIBILITIES OF VOLUNTEERS

Spring Creek Community House volunteers have *agreed* designated roles and responsibilities.

1. To sign in and out, read the volunteer diary.
2. To be dependable and reliable and notify if unable to attend.
3. To be willing to participate in learning new skills.
4. To attend and participate in volunteer meetings and training when required.
5. To be aware and supportive of the philosophies (mission statement) of Spring Creek Community House.
6. To be a team member.
7. To respect and comply with current privacy act legislation in relation to Spring Creek Community House activities and its incumbent confidentiality obligations.
8. To be aware of Spring Creek House policies (including discrimination and grievance policies).

Spring Creek Community House subscribes to a code of ethics, standards of practice and the Australian 'Principles of Volunteering'.

For volunteer information and advice please call Ph: 5261 2583 or
email: admin@springcreekcommunityhouse.org.au



SPRING CREEK COMMUNITY HOUSE

VOLUNTEER APPLICATION FORM

The information asked of you on this form allows us to become familiar with you and your interests. The information is treated as confidential and kept on file for record purposes only.

NAME DATE

ADDRESS POSTCODE

TELEPHONE NO MOBILE

EMAIL

Please circle appropriate answer

Male/Female	Age group					
-19	20-24	25-34	35-44	45-54	55-64	65+

Our birthday fairy would like to know your birthday (day and month only)

INTERESTS

What are your hobbies/interests? (Please circle or list)

Craft work	Languages	Music	Gardening	Woodwork	Drawing
Computer technology	other:				

Do you have any other interests, personal skills and/or previous experiences that you feel may be useful to you as a volunteer?.....

Are you able to assist with short-term work of an urgent nature, one off projects? *If so please circle.*

Working bees	Typing	Baking	Selling raffle tickets	Fund raising events
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Social evenings Childcare any other:.....

Is there any reason why you would be unsuited to some areas of volunteer work? YES/NO

Please describe

Have you done volunteer work before? YES/NO

Please attach a brief CV with previous work/volunteer experience, training, computer skills etc.



Why do you wish to become a volunteer?

What kind of volunteer work interests you?

Do you have any preference for the type of work you would like to do? YES/NO

How did you find out about Spring Creek Community House?

Have you had a police check within the last 12 months? YES/NO If YES Issue Date

*Please note: if you have not had a current police check, you will be required to have one after your one month probationary period. You will be required to provide 100 points of identification, and the CRIMCHECK national police check will be applied for from here.

Do you have a Working with Children Check? YES/NO If Yes, Card No Expiry Date:

*Please note: As part of our Child Safe Policy ALL Volunteers, Board Members and staff are required to have a Working with Children check. A Working with Children Check can be obtained free of charge from www.workingwithchildren.vic.gov.au

CONFIDENTIAL MEDICAL FORM

Please also complete the Volunteer Information form, with emergency contacts. All information is kept strictly confidential.

I will observe and respect the Spring Creek Community House established policies and procedures, privacy laws, confidentiality, and duty of care obligations.

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Applicant to sign

Office use

Date..... Comments

Commencement date.....

Placement.....

Police Check - 100 Points sighted ? YES NO Date