

VOLUNTEER POSITION DESCRIPTION

Make a difference and support your community

Position name:	ARCH Communication Support Volunteer
Location:	200 Alma Road, East St Kilda
Hours per week:	4 - 6 hours – choice of Monday, Tuesday and/or Thursday afternoon
Accountability:	Community Engagement & Inclusion Manager

ORGANISATION OVERVIEW

Port Phillip Community Group (PPCG) is a not for profit organisation governed by a community-based Board of Directors. PPCG provides services to individuals and families from a wide range of backgrounds and with a diverse set of needs. People using our services may be managing multiple and complex issues such as mental and physical health needs, housing insecurity, family violence, chronically low income, drug and alcohol dependency, and unemployment.

Our service model incorporates a client-centred, open door policy combined with collaboration and partnerships that build on feedback from key stakeholders and the community. Our work includes:

- Information, referral and support including emergency relief and material aid
- Financial counselling, tax help, and no interest loans
- Community engagement and inclusion through social, recreational and well-being groups
- Education and skills development along with pathways to employment
- Advocacy to reduce inequity, social exclusion and poverty.

PPCG also manages Alma Road Community House (ARCH), a Neighbourhood Hub in East St Kilda. This is a light-filled house surrounded by a playground that includes a street pantry, a 'little library', a barbecue, and garden beds with fresh produce. ARCH provides opportunities for people of all ages, backgrounds and abilities to come together to participate in creative activities, computer and digital literacy classes, and special interest groups such as art, chess, rummy tiles, meditation, playgroups, and yoga. It is used for both one-off community events and ongoing activities.

CURRENT VOLUNTEER OPPORTUNITY

The **ARCH Communication Support Volunteer** role works closely with the Service Access and Administration Support team and plays an important part in promoting ARCH within the community.

This is an opportunity to utilise your skills in digital promotion in a small community setting where fresh ideas and enthusiasm are highly valued, and success means making a positive and worthwhile contribution to the local community.

The position also supports with occasional administrative tasks to help ensure smooth operations and accurate record-keeping.

KEY RESPONSIBILITIES & EXPECTATIONS OF YOU IN THE ROLE

- Helping to build ARCH's social media presence (Facebook in particular)
- Assist in keeping ARCH brochure up-to-date
- Assisting with design and content of an ARCH newsletter
- Ad-hoc assistance for on-site staff with greeting community members and giving site tours where required
- Supporting with occasional ad-hoc administrative tasks as required

ESSENTIAL SELECTION CRITERIA

1. Interest and experience in digital promotion
2. Good people skills and ability to engage with people from diverse backgrounds
3. Strong administration skills and attention to detail
4. A willingness to share skills and knowledge
5. A commitment to social justice and equity.

ADDITIONAL NOTES TO POTENTIAL VOLUNTEERS

- In line with all PPCG staff and volunteers appointment is subject to a satisfactory Police Check and Working with Children Check.
- Pre-existing injury: for all PPCG staff and volunteers it is a condition of working with PPCG that full disclosure is made of pre-existing injuries or other health issues that may impact their role.
- It is expected that all volunteers will participate in training and skills development in line with all PPCG staff, as well as participate in ongoing support and supervision.

TO FIND OUT MORE

Please contact our office at info-support@ppcg.org.au or via phone on: 03 8598 6600. We can also arrange a confidential discussion with the relevant manager on request.

For information about our services please visit our website: www.ppcg.org.au



