

VOLUNTEER POSITION DESCRIPTION

Make a difference and support your community

Position name:	ARCH Organisational 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 Organisational Support Volunteer role works closely with the Service Access and Administration Support team and plays an important role in maintaining the house as a welcoming space for the community.

If you like organising, tidying and beautifying spaces to create a positive community environment where people can come together to connect, learn, and enjoy, then we would love to welcome your skills, enthusiasm and creativity into our small community where success means making a positive and worthwhile contribution to the local community.

This is a role filled with diverse tasks ranging from organising cupboards, rearranging room settings, and creating welcoming displays, to potting plants and revamping the small central courtyard garden.

KEY RESPONSIBILITIES & EXPECTATIONS OF YOU IN THE ROLE

- Assist with maintaining an organised, tidy community house
- Assist in minor improvement projects to create a more inviting, friendly and inclusive environment
- Ad-hoc assistance for on-site staff with greeting community members and giving site tours where requested
- Other duties as required.

ESSENTIAL SELECTION CRITERIA

1. A love of and aptitude for organising, tidying and creatively beautifying
2. Good people skills and ability to engage with people from diverse backgrounds
3. A willingness to share skills and knowledge
4. 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



