

## VOLUNTEER POSITION DESCRIPTION

*Make a difference and support your community*

**Position Name:** Chatty Cafe Facilitator Volunteer  
**Location:** Alma Road Community Center (ARCH) 200 Alma Road, St Kilda East  
**Hours per week:** 4 hours  
**Accountability:** Community Development Worker

### **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 Chatty Cafe Facilitator Volunteer supports Chatty Café sessions, aiding with setup, clean up, drink preparation, and welcoming attendees. The weekly gathering, Fridays from 10am to 12pm (volunteers start at 9:30am), promotes social connection among diverse community members near Alma Road Community House, enhancing well-being and community vibrancy. Volunteers play a crucial role in achieving these objectives, and as the program evolves, committed volunteers will take over its management for sustained impact and community engagement.

**KEY RESPONSIBILITIES**

- Encourage resident involvement in the Chatty Café and foster social inclusion and communication
- Assist with set up, clean up, making and serving drinks for the participants
- Other duties as required.

**POSITION REQUIREMENTS – KEY SELECTION CRITERIA**

- Experience in working with and/or knowledge of disadvantaged, marginalised and/or at-risk individuals and communities
- Highly developed personal and interpersonal skills
- Ability to work as part of a team
- Punctual and reliable
- Successful completion of a National Police Check and a Working with Children Check is required.

**Desirable**

- Knowledge of services in and around the City of Port Phillip