



Presentation Family Centre

VOLUNTEERS INFORMATION, REGISTRATION, CONDITIONS

INTRODUCTION

Thank you for your interest in becoming a volunteer with the Presentation Family Centre (PFC). Volunteers are an important part of the life of PFC because they add to the fabric and richness of the place and their ongoing presence helps to build a sense of community and provides a welcome to our clients.

The Centre recognizes that volunteers add a unique and invaluable contribution to the program, and we welcome volunteers of differing genders, ages, cultures, and experiences. Volunteers can help in a variety of ways according to their particular areas of expertise or interest.

Your involvement as a volunteer with PFC makes a valuable contribution to the people we support and helps us keep our operational costs low so that we can offer more services to more people in need.

PURPOSE OF THIS DOCUMENT

This document focuses on three things:

1. information about becoming a volunteer;
2. how to register to become a volunteer; and
3. the terms you agree to in becoming a volunteer.

In this document, we also outline some of the benefits of volunteering with PFC and some ways that we operate, which may affect you as a volunteer with PFC.

PFC hopes to provide you with meaningful involvement (to the extent that you are comfortable) in the provision of services to people in need.



Presentation Family Centre

PFC respects the time and effort that you are able to contribute and will endeavor to provide you with activities that suit your abilities and time. Volunteers will be called on to help at the Centre at a time that is mutually convenient. If at any time, you are unable to provide service to PFC, please do not hesitate to let us know so that we can better accommodate your volunteering.

From time to time, PFC will run special educational and community events, which you may be invited to attend. We hope that you find these sessions interesting and beneficial. If you have a particular session which you believe may be of benefit to PFC Volunteers, please advise the Operations Manager.

The Public Liability Insurance Policy of PFC covers Volunteers for their activities at the centre. For more information, please contact the Operations Manager.

Recruitment of Volunteers will be the responsibility of the Co Ordinator of the various areas of activity.

Volunteer Roles

There are a variety of ways of contributing to PFC's programs. For your information and consideration, some of these are listed below. We welcome your ideas for contributing in other ways.

1. The Holiday Program

The holiday program operates during the school holidays and offers the families, who are our guests, the opportunity to participate in a range of fun and often educational activities. The program coordinator varies the activities and changes them according to interest and ages ranging from little people to teenagers. There are on occasions, a number of children who may require "one-on-one" engagement. Most of the activities take place on site, Examples of



Presentation Family Centre

the activities include cooking, art and crafts, games: indoor and outdoor, reading, board games, and therapeutic activities

If you decide to volunteer in this area you would negotiate with staff regarding the times and days you would like to help with the program.

2. The Gardens

General garden maintenance is sometimes undertaken by a group of volunteers who are keen gardeners. We currently have a contractor who does our lawns however the garden beds etc always benefit from some additional care and attention from our volunteers.

3. The PFC Events

There are various PFC events during the year where volunteer contribution is valued. If you are interested in finding out more about how to become involved, please contact us and we can match our community facility needs with your interest and skills.



Presentation Family Centre

Requirements of Volunteers

To ensure the safety and service standards to which PFC aspires, Volunteers with PFC are required to agree to the following terms.

Volunteers with PFC agree to:

1. support the overall aim of the Centre which is: to welcome all guests and help them feel at home as they engage in rest and relaxation without the stressor of their everyday life;
2. be over 16 years of age;
3. respect the privacy of the families we care for, not disclose identifying information about guests and adhere to the PFC Privacy Policy;
4. report any occupational health and safety concerns to the supervisor of the particular activity, and/or to the operations manager as soon as is practicable to ensure the safety of staff, volunteers and guests;
5. obtain a Working With Children Certificate prior to commencing volunteering, and provide this information to the PFC operations manager on request. (Help is provided with getting a WWCC.);
6. adhere to PFC's Policies on Privacy, Equal Opportunity, and Occupational Health and Safety where such Policies include Volunteers. (Policies will be provided to all volunteers upon registration.)

I understand and agree to comply with the terms outlined above.

Signed: _____ **Date:** _____

Name: _____ **Phone:** _____



Presentation Family Centre

Volunteer Registration

If you would like to be a volunteer with PFC, please provide the following information.

Name:

Address:

Phone:

Email:

My expertise or work experience (optional):

The area you are interested in assisting PFC (please indicate):

1. Assisting Holiday Program Co ordinator during school holidays
 2. Maintaining the grounds of the Centre
 3. Helping with fund raising activities eg. Morning teas
 4. Other – do you have any suggestions?
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You can sent it to us:

- via email at presfamilyholidays@bigpond.com

- or mail to us at

Presentation Family Centre

Volunteer Program

PO Box, Balnarring

Victoria 3926

For questions or to talk to someone about volunteering, please call us at:

- (03) 5983 1819