

Volunteer Role Description

We hope that all North Richmond Community Health (NRCH) volunteers will help us work towards improving the health of our community through a shared vision and values.

NRCH Mission:

Building healthy communities by making healthcare more accessible and culturally relevant

NRCH Vision:

Healthcare that builds community

NRCH Values:

Innovation, embracing diversity, equity of access, organizational learning, respect for others, openness, connectedness with our community

Volunteer Role Title	Community Events Volunteer
Reports to: (position and name)	Chantelle Bazerghi – Manager, Healthy Communities Emanuel Braz – Manager, Communications and Community Engagement
Hours: (day, shift duration, frequency)	Variable Days and times to be negotiated for each event with the relevant team
Location:	North Richmond Community Health 23 Lennox Street Richmond Vic 3121 Travel to other local venues may also be required – to be negotiated.
Purpose of the role:	Your role will contribute to NRCH Strategic Objectives, specifically by: <ol style="list-style-type: none"> 1. Supporting events to raise awareness of specific health issues. 2. Supporting events that bring community members together to increase connections and engagement in the community. 3. Supporting events that celebrate social inclusion for all.
Duties:	Duties may vary depending on the event but may include the following: <ol style="list-style-type: none"> 1. Photocopying information sheets/pamphlets and folding

	<ol style="list-style-type: none"> 2. Preparing information packs, collating information for distribution 3. Assistance with barbecues 4. Preparing food for service, such as making salads, fruit platters 5. Welcoming guests as they arrive and engaging in conversations to focus on the messages of the event as well as general friendly chats 6. Serving food to attendees 7. Cleaning kitchen and site after the event 8. Linking attendees to relevant staff members for information 9. Providing directions to attendees to different facilities as required 10. Encouraging attendees to participate in activities, complete short surveys and to provide feedback about the event 11. Assisting with shopping 12. Supporting data collection / evaluation during events
<p>Selection Criteria - Essential</p>	<ul style="list-style-type: none"> • Completion of a food safety course online – Link here https://dofoodsafely.health.vic.gov.au • Ability to switch from one task to another quickly • Good team member and prepared to help others as needed • Good interpersonal skills and ability to work with a diverse team and community • Confident working in a busy environment which may be noisy • Ability to stay calm when demands on your attention are being stretched • Problem solving skills and ability to use your initiative
<p>Selection Criteria - Desirable</p>	<ul style="list-style-type: none"> • Qualifications in health, health promotion, community services or community development, or experience in these sectors. • Ability to speak language/s in addition to English • Cooking/kitchen hand experience

Conditions of appointment:

- Clear National Police Check
- Current Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, Code of Conduct
- Evidence of COVID-19 Vaccination status



north richmond
community health
Wulempuri - Kertheba

This is a volunteer role and does not mean the successful candidate will be offered a paid position

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date: