



Reynard Street
Neighbourhood House

A place for everyone to
learn • connect • play

Volunteer Position Description

Community Connector & Administration Volunteer

POSITION DESCRIPTION

Employer: Reynard Street Neighbourhood House Incorporated (RSNH)

Location: 104a Reynard St Coburg 3058

Role structure: 2-4 hours on Wednesday's each week

ABOUT THIS ROLE

Reynard Street Neighbourhood House (RSNH) is a welcoming, inclusive and vibrant community centre in Coburg that offers a range of programs, services and events to support local residents.

We are currently seeking a motivated and person-centred Community Connector to support and build positive relationships with RSNH Community Lunch attendees and to assist with office administrative tasks.

The Community Lunch takes place every Wednesday and is an opportunity for members of the community to access a free lunch, while strengthening connections with others. We aim to foster a sense of community and make everyone feel welcome.

The focus is on creating a safe and engaging space for members of the public, while building rapport, assessing needs, seeking information in response to queries and being a liaison between staff and attendees. The volunteer will be under the direct supervision of the Program and Community Development Coordinator and work closely with other staff and volunteers to support the smooth operation of our centre and its programs. This role also requires support with administrative tasks, working closely with the Administration Officer to provide expertise where required. It would be preferable for this to be conducted on Wednesday's also.

KEY RESPONSIBILITIES

- Support Wednesday Community Lunch operations to ensure attendees feel welcome and have a consistent first point of contact.
- Seek appropriate responses depending on attendees needs during the Community Lunch.
- Identify and respond to needs prior, during and directly after the Community Lunch.



**Reynard Street
Neighbourhood House**

A place for everyone to
learn • connect • play

- Complete administrative tasks directed by the Administration Officer
- Liaise with other staff to communicate any follow-up, incidents or concerns/
- Follow RSNH procedures and maintain confidentiality at all times
- Other duties as required

WHAT WE'RE LOOKING FOR

- Friendly and approachable communication style
- Reliability and punctuality
- Proven experience and diligence in working safely at all times, complying with all RSNH OH&S procedures and policies corresponds
- Good knowledge of IT programs, including Word and Excel
- The ability to initiate and act accordingly with what is needed
- Good knowledge of safe working requirements
- The ability to plan and direct work as part of a team
- The ability to work positively with diverse groups of people; cultural and language groups, physical and all abilities
- Self-motivated, autonomous and able to work safely with limited direct supervision
- Willingness to demonstrate respect towards others who are also using the house.

OTHER CONSIDERATIONS

- A **current Working With Children Check (WWCC)** or willingness to obtain one
- A current **Victorian Police Check** or willingness to obtain one
- Volunteer induction and training will be provided
- Opportunities for skill development and role expansion may be available over time

TO APPLY

Please apply via <https://www.socialplanet.com.au/volunteer/apply?acc=6645> with an attached resume and addressing all required questions.