

DUTIES	MON	TUES	WED	THURS	FRI	SAT (special events)	SUN (special events)
Office/Admin Duties							
Book Sales							
Meet n Eat Prep (Tues)							
Meet n Eat Cooking & Service (Wed)							
Kids Activities							
Food Prep and Assistance (Events)							
Café Duties							
Event Assistance							
Art/ Craft Programs Assistance							
Technology Assistance/ Guidance							
Other (please write)							

HOW OFTEN WOULD YOU LIKE TO BE ROSTERED?

- Weekly
 - Fortnightly
 - Monthly
 - Other _____
- _____
- _____

VOLUNTEER AVAILABILITY AND ROLES

Thank you for volunteering your time with us! Our Centre could not run all the amazing programs we offer, without your help and we greatly appreciate your investment into the lives of our fellow community members.

Below is a description of what would be required for each of the listed roles. If you are eager to get involved at our Community Resource Centre in any (or all) of the ways described, please tick your availability and we will add you to our roster of volunteers required.

OFFICE/ ADMIN DUTIES (during programs/ events)- Front of house office help, answering phones, cash handling, taking program/class bookings, organizing firewood permits for customers, printing, photocopying and scanning documents for customers, directing customers to the appropriate class/program areas.

BOOK SALES- Managing our 50c Book Sale Stalls held twice per month, tidying and organizing our book donations regularly, sorting our donated books for what can be sold and what needs to go on our free shelf, making bookmarks with our next book sale dates on, set up and pack away after Saturday book Sale.

MEET AND EAT PREP (Tuesdays) - Helping to prepare our fortnightly community lunch so that a majority of the required cooking is done in advance of the Wednesday lunch.

MEET AND EAT COOKING AND SERVICE (Wednesdays)- Finishing whatever was unable to be prepared the day before and setting up for our community lunch, serving our community members when they arrive, clean up and pack up duties.

KIDS ACTIVITIES- Support our staff to run planned classes/ programs catering for school aged children.

FOOD PREP AND ASSISTANCE (events)- Help our staff cater for large events at the CRC. Prepare food, assist in service and clean up duties.

CAFÉ DUTIES- Help in our community café on Saturday mornings during the Farmer's Market. Food Prep, service and clean up duties.

ART/ CRAFT ASSISTANCE- Help guide or teach a new craft or art medium to a small group of participants.

TECHNOLOGY ASSISTANCE- Be available to help some of our community members with their tech questions and devices (especially Ipads and laptops).

OTHER- If none of these roles interest you but you have time and something you would like to share in service of our community, please tell us!