



Volunteer Job Description - Aunties HQ Team

The Christchurch Aunties is a network of people helping women and children in Canterbury who have experienced domestic violence and vulnerability.

We welcome volunteers of all genders, cultures, and backgrounds. We embrace your skills and talents!

Job summary: Keep the Aunties HQ ticking over and help us spread some awesomeness.

Hours: As needed. Volunteers can choose the amount of work they would like to do.

Location: The 'Aunties HQ', Unit3/19 Ngā Mahi Road, Sockburn

Reporting to: Christchurch Aunties Manager- Karon Storr

Key relationships: Other volunteers, staff from community organisations.

Communications: When registered, Aunties HQ Team volunteers are admitted into our closed Christchurch Aunties Volunteer group on Facebook. Use this platform to check for volunteering opportunities through each week.

Key tasks:

- Check incoming donations for important 'quality and cleanliness'
- Size bedding and pack into sets
- Shelve correctly into allocated spaces
- Check electrical donations and put aside for tagging and testing
- Package up donations for organisation requests
- Vacuum Aunties HQ and wipe In and Out benches
- Update ChCh Aunties book/tech platform as needed
- Fill in your 'Volunteer Hours' and 'Completed Tasks' after each shift

Qualifications required:

- No minimum qualification requirements although a current First Aid Certificate is desirable.
- Due to the nature of the role, a Police Vetting Form will need to be completed.

Personal qualities:

- Warm and friendly
- Open-minded, non-judgemental
- Trustworthy
- Confidential

Volunteer Application - Aunties HQ Team

Name		Mobile number	
Email			
Address			

How awesome are volunteers?

Quite awesome

Big time awesome

Off the charts awesome

Have you worked in a voluntary capacity before? If yes, please give details. If no, that's OK

What qualities/skills do you possess that the Christchurch Aunties would benefit from? Please take the time to recognise the cool stuff you can do, and celebrate who you are as a person!

Is there is a particular culture that you identify with, we'd welcome the opportunity to learn more about it to make volunteering more inclusive for you at the Christchurch Aunties?

I understand that I will be added to the Christchurch Aunties (closed) Volunteer Group on Facebook, and that I will visit this site to see volunteer updates and requests.

Yes

OR

I am not on Facebook, but I will check in with

karon@chchaunties.org.nz regularly to find out about volunteer updates and opportunities.

Yes

Health and safety

I understand that I will undergo a security check (Police vetting)

Yes

Have you had any criminal convictions within the last 10 years, or are you currently awaiting proceedings for any criminal offences?

Yes No

Please describe any health conditions that are useful or important for us to understand about you.

Please provide details of a friend or relative who you would be comfortable for us to contact in the case of emergency.

Referees

The Christchurch Aunties may undertake referee checks for prospective volunteers. Please list **two** people (one must not be a friend or relative) who know you well, from whom we can obtain a character reference.

Name:

Relationship:

Contact phone number:

Name:

Relationship:

Contact phone number:

DECLARATION AND AUTHORISATION

I, _____ certify that all information that I have provided to you is true, accurate and complete. I authorise you to contact my named referees to seek information from them that may be relevant to my application for voluntary service. I understand a police check will be required.

Signed:

Date:

Any questions? Contact Karon Storr at karon@chchaunties.org.nz.

You can find our Facebook page here: <https://www.facebook.com/christchurchaunties/>

And our website here: <http://www.chchaunties.org.nz/>