



Volunteer Job Description

The Christchurch Aunties is a network of people helping women and children in Christchurch who have experienced domestic violence and vulnerability. We welcome volunteers of all genders, cultures, and backgrounds.

- Job summary:** Keep the Aunties Attic storage space looking tidy, clean, and awesome.
and/or
Deliver donations from our Aunties Attic (Waltham) to the organisations we work with and/or assist with loading and unloading of donations.
- Hours:** As needed. Volunteers can choose the amount of work they would like to do.
- Location:** The 'Aunties Attic', room 114, old site of Seven Oaks School, Hassals Lane and throughout Christchurch.
- Reporting to:** Christchurch Aunties Manager
- Key relationships:** Other volunteers, staff from community organisations, Boardmembers.
- Communications:** When registered, Aunties Attic 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 quality and cleanliness, and shelve/organise
- Package up donations for organisation requests
- Vacuum Aunties Attic and empty dehumidifier
- Update ChCh Aunties book/tech platform as needed
and/or
- Deliver donations from the Aunties Attic (Waltham) to the offices/headquarters of the organisations we work with
- Assist with loading and/or unloading of donations

Qualifications required:

- No minimum qualification requirements although a current First Aid Certificate is desirable.

Personal qualities:

- Warm and friendly
- Open-minded
- Trustworthy
- Confidential

Application - Aunties Attic Team

Name		Mobile phone number	
Email			
Address			

Have you worked in a voluntary capacity before? If yes, please give details. If you haven't, that's ok.

What qualities or skills do you possess that you think will benefit The Christchurch Aunties? Please take the time to recognise the cool stuff you can do, and celebrate who you are as a person.

If there is a particular culture that you identify with, that we could learn more about to make volunteering 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 heather@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 when the operational procedure is created (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 Heather Milne at heather@chchaunties.org.nz.

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

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