



## About Olivia's Place

Olivia's Place Pregnancy Resource Centre Warragul has been established to meet an identified need for supportive services for women, men and families during pregnancy and the first year of parenting.

We provide direct services to clients and other supportive services. We also assist clients to link into existing services to meet their identified needs. An integral part of our role in the community includes provision of information and support, and raising community awareness of the issues surrounding those faced with difficulties during pregnancy and early parenting in order to encourage and foster a broader supportive network utilising the premise "it takes a village to raise a family".

Olivia's Place is professionally staffed by a small component of paid employees and a large, generous volunteer base of team members.

Olivia's Place is funded by the generosity of the community, being financially supported by donations and corporate sponsorship as well as various other means of funding, grants and philanthropic trusts.

## Volunteer Opportunities

Do you love to help others? Perhaps you like to socialise with others in a team environment, or you love to tinker by pulling things apart and putting them back together. Do you have administrative experience or strengths in interpersonal skills and are particularly empathetic? We encourage those in our team to work in areas of their interest and strengths. There are three main streams for volunteer work within the team with different prerequisites, training requirements and opportunities available as well as the opportunity for completion of student placement.

### Outdoor Events Team:

Volunteer to help provide our parent room facilities to outdoor events. We regularly provide this service to the local Warragul Farmer's Market and also to other events on request. This is a vital service for Olivia's Place in that it meets our mission of fostering welcome spaces for families in all aspects of our community, but it also assists in bringing in a small amount of income to Olivia's Place to help fund our other services. This is a really social outlet to what we do, and offers a lot of fun and flexibility to team members. Children are welcome when you volunteer in this capacity if you choose to bring them along.

Prerequisites for outdoor events team are:

- Current (less than 12 months old) Victoria Police check
- Current Working With Children Check (WWCC)

Police checks typically attract a fee of approximately \$45 however Olivia's Place is registered for the reduced rate of around \$17 with our endorsement and signature.

WWCCs are free for volunteer work. VIT registration will be accepted from teachers in lieu of a WWCC however no other professions are exempt.

### **Material Aid:**

Volunteers working in this area work alongside other team members in a big, open environment at our centre. We provide a dedicated children's play room if you want to bring your little one along (this includes an enclosed baby area, and a toddler area with colouring and age-appropriate toys available as well as a television). You will work have a passion for rehoming items from a reuse and recycle perspective, and you will be supporting families by lovingly making old items new again to help those in welcoming a new baby. Duties in this area may include any/all of the following:

- Receipt/distribution of donated goods (infant clothing, prams, cots & car restraints, etc.)
- Administrative maintenance of stock levels
- Cleaning donated items
- Safety checking items according to policy
- Bundling and sorting items
- Customer service/interpersonal interactions
- Working in a team environment
- Ordering and procuring donations of material items and in-kind from manufacturers
- Team-leading
- Involvement in fundraising committees

Prerequisites for material aid are:

- Current (less than 12 months old) Victoria Police check
- Current Working With Children Check (WWCC)

### **Client-based:**

Volunteers in the client-based area of Olivia's Place have the opportunity for professional development and face-to-face support of clients and families in need, in addition to interactions with other services and the general community. General duties may include any/all of the following dependent upon the level of professional development training selected by you:

- Client work
  - Consulting
  - Intake screening and assessment
- Administrative work including:
  - Data entry
  - Statistics maintenance/collation
  - Donations processing/tracking
  - Correspondence
  - Managing phone calls
- Volunteer support work
  - Administrative management of personnel files
  - Supporting new and existing team members
  - Rostering
  - Various portfolios available to manage

- Managing various portfolios for community projects
  - Family friendly shops
  - Olive Guide
- Family/Community education
  - Parenting preparation programs
  - Community education
- Fundraising events coordinating/contributing
- Marketing/Advertising

Prerequisites for client-based work are:

- Interview/meeting with the Centre Manager
- Current (less than 12 months old) Victoria Police check
- Current Working With Children Check (WWCC)
- Enrolment in online professional development training in line with current organisational policy (and completion of training within 3 months of commencement) – training does attract a cost that needs to be covered by the applicant. This may be subsidised from time to time and requirements will vary dependent upon your particular area of interest in the possible duties listed above. Training is applicable across a broad spectrum of professional and personal experience and situations outside of work with Olivia's Place so is considered beneficial across many facets.

**Student Placement:**

We do take students on placement/work experience from schools, TAFE and Universities. Placement can be in any or all of the above areas with the relevant prerequisites applicable to all students in the same way as our regular/ongoing volunteer team members (this is including the online professional development training component for those wishing to undertake placement with client-based exposure). At the completion of placement you be offered the opportunity to continue your position with Olivia's Place in a volunteer capacity.

We would love to welcome you to the Olivia's Place team and support you to realise our vision of being a fundamental part of the village that raises families in our local area.

If you have decided to join the team, please complete and return the following application form and post it or drop it into the Centre. If you already have a WWCC please include a photocopy of this. We will accept a Police Check that is less than 12 months since the date of issue – if you don't have one you will need to apply for one. If online training is a part of your selection to join the team, then it must be enrolled in and commenced (then worked on regularly) prior to beginning work in the client-based aspect of our services.

For further enquiries please email [info@oliviasplace.org.au](mailto:info@oliviasplace.org.au) or call 03 5622 1022.



## Volunteer/Placement Application Form

Mr/Ms/Mrs/Miss/Other

Full Name:

Date of Birth:

Address:

Postcode:

Telephone:

Email:

Relevant Qualifications:

Employment History:

In what capacity do you wish to volunteer with Olivia's Place? Please tick all that apply:

Outdoor Events Team

Material Aid

Client-based

Student Placement - Secondary School / TAFE / University: \_\_\_\_\_

I have other skills to bring! (Tell us more)

Please complete form and return to Olivia's Place, PO Box 688, Warragul, VIC 3820

### Office Use Only:

Date application received:

Online Training Package Option:

WWCC:  Exp. Date & No:

Date Commenced/Ceased: \_\_\_\_\_ / \_\_\_\_\_

Police Check:  Date of Issue & No:

Induction Completed By: