


VOLUNTEERS - Situations Vacant

Please tick a role or roles that you are interested in 

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| <p><input type="radio"/> Kidzchurch & Creche Admin
 Task: Database entry, update sign-in sheets and regos. Send out birthday cards. Print material for teachers etc.
 Time: 3hrs weekly – Mon or Tues
 Type of Person: Someone who loves admin and shows initiative</p> <p><input type="radio"/> Car Washing/Detailer
 Task: Wash & Vacuum Cars
 Time: 1.5hrs weekly – Tuesday or Thursday
 Type of Person: Perfect for the person who loves maintaining cars and has an eye for detail</p> <p><input type="radio"/> Runsheet Printer/Sorter
 Task: Print runsheets for various departments and file for Sunday
 Time: 2hrs each Friday
 Type of Person: Someone with computer skills and who is detailed</p> <p><input type="radio"/> Visitor Phone Calls
 Task: Follow up calls to visitors for feedback
 Time: 2hrs per wk - Monday AM or PM
 Type of Person: Good communication skills and phone manner</p> <p><input type="radio"/> Visitor Packs
 Task: Put together visitor packs
 Time: 2hrs each fortnight – Any day
 Type of Person: Willing heart and likes to pack things neatly. Some light lifting required.</p> <p><input type="radio"/> Plant Maintenance
 Task: Waters and cares for plants in our building
 Time: 1hr per week – Any day
 Type of Person: Loves plants and gardens</p> <p><input type="radio"/> Extra Cleaning
 Task: Completing extra cleaning tasks through the week
 Time: 2hrs per week – Any day
 Type of Person: Eye for detail</p> <p><input type="radio"/> Staff Kitchen
 Task: Regular tidying of our staff kitchen
 Time: 1hr per week or 2hrs fortnightly – either Monday, Wednesday or Friday
 Type of Person: Tidy anointing</p> <p><input type="radio"/> Post Office / Shopping Run
 Task: Regular post office runs and shopping / errands
 Time: 2hrs each week – Any day
 Type of Person: Has own car and licence. Loves shopping.</p> | <p><input type="radio"/> Young Adults Admin
 Task: Organising events, emailing, phoning, quotes
 Time: 3hrs each month – Any day
 Type of Person: Organised person with good communication and administration skills</p> <p><input type="radio"/> Brekky Club Babysitter
 Task: Looking after children during brekky club
 Time: Sundays 8-9am for 6wks
 Type of Person: Loves working with children and has a current blue card</p> <p><input type="radio"/> Catering Admin / Ordering (Assisting Department Leader)
 Task: Ordering food and drink for events and other admin tasks
 Time: 2-3hrs each fortnight – Any day
 Type of Person: Has computer skills. Previous experience in hospitality a bonus.</p> <p><input type="radio"/> Lost Property Overseer
 Task: Assists in reuniting lost things with their owners
 Time: 2-3hrs per month – Any day
 Type of Person: Has organisational skills. Detective skills a bonus.</p> <p><input type="radio"/> Crèche Assistance
 Task: Cleans toys and craft preparation
 Time: 3-4hrs per month – Any day
 Type of Person: Loves killing germs and has organisational skills.</p> <p><input type="radio"/> Playgroup Assistant
 Task: Helps set up playgroup activities, morning tea and pack down equipment
 Time: 3hrs each fortnight during playgroup
 Type of Person: Good people skills and must have a blue card</p> <p><input type="radio"/> Source Stock Control
 Task: Stocktaking, orders, administration
 Time: 2-3hrs per month – Monday, Wednesday or Friday
 Type of Person: Good organisational and administration skills and has a background in sales.</p> <p><input type="radio"/> Kidzclinic Admin
 Task: Assisting in registrations and other administration tasks
 Time: 1-3hrs Tuesdays
 Type of Person: Good computer and organisational skills.</p> <p><input type="radio"/> Kidzclinic Setup / Packdown
 Task: Assisting with the setup of equipment and activities
 Time: 1-2hrs Tuesdays
 Type of Person: Availability and strength.</p> |
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Please see over page for more..

Office Use Only

Events Meeting Approval Y/N Date: ___/___/___

Pastoral / Minister Approval Y/N Date: ___/___/___

Your Details

Name: _____ Home Phone: _____ Mobile: _____

Street: _____ Suburb: _____ Postcode: _____

Email Address: _____

Are you a member of our church? (signed form) Y / N

What age are you? 13-17 18-25 26-39 40+

Which Empower Levels have you completed? 1 2 3 4

Do you have a current Blue Card? Yes/No

Blue Card No. _____

Expiry ___/___/___



Situations Vacant (Continued)

Please tick a role or roles that you are interested in 

- Kidzclinic Bus Driver**
Task: Picking up kids from local schools for Kidzclinics
Time: 1-3hrs
Type of Person: Good at driving. Good with kids.
(no bus licence needed)
- Admin Helper**
Task: Assisting with preparation of itineraries for Senior Ministers, Vismin and general admin
Time: 2hrs weekly Monday
Type of Person: Strong computer skills, attention to detail, commitment and integrity a must.
- Room Setup**
Task: Setting up for boardroom meetings and baby clinic
Time: 1hr per fortnight – Monday or Tuesday (non c-group wk)
Type of Person: Ability to follow through
- Kitchen Cleaner**
Task: Cleaning & organising cupboard in big kitchen, clean fridge and cold room and restock cupboards
Time: 1-2hrs weekly
Type of Person: Ability to follow through
- Roster Folder Coordinator**
Task: Compile rosters and put into folders
Time: 1hr per month
Type of Person: Basic computer and printing skills
- Big Event Setup Assistant**
Task: Setup of auditorium, foyer and MPZ for big events
Time: 2-3hrs Fridays prior to big events
Type of Person: Loves atmosphere and decorating. Must have car and licence. Some driving to pick up hire items and some lifting and physical work.
- Multimedia Setup for Services & Events**
Task: Setup and testing of all multimedia components for services and events
Time: 1-2hrs per week – Thursday PM or Fridays
Type of Person: Enjoys working with computers and likes to do tasks that have a set procedure. This is not a creative role.
- CD Duplication**
Task: Filling CD sermon orders and other duplication projects
Time: 1-2hrs when required
Type of Person: Enjoys working with computers and likes to do repetitive tasks
- Internal Document Updater**
Task: Overhauling current internal documents with new C3 logo and other projects
Time: 1-2hrs when required
Type of Person: Budding graphic designer with own equipment. Likes to update documents with new logos or overhaul old documents to be better designed.