

Waimakariri Volunteer Directory 2018



WAIMAKARIRI
DISTRICT COUNCIL

Contents

This directory outlines a wide range of social service groups, community groups and organisations under the following headings:

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An update of this directory is planned to be printed annually. Please take the time to check your details.

For amendments and corrections to services included in the directory you should complete the form “*Contact Details and How to update or include information*” – and return to Waimakariri District Council, Private Bag 1005, Rangiora 7440. Email serena.peychers@wmk.govt.nz or phone 03 311 8902 ext 8532 (fax 03 313 4432).

To obtain copies of the Waimakariri Volunteer Directory, please look on the Waimakariri District Council website: www.waimakariri.govt.nz or ask at the Council service centres and libraries for a printed copy.

Thanks to Volunteering Canterbury (Volcan) for assistance in the foundation of the document. If you or your organisation wishes to volunteer in the greater Canterbury area, please contact Volunteer Canterbury directly.

Phone: 03 366 2442 Email: vc@volcan.org.nz Web: www.volcan.org.nz

(Updated March 2018)

Volunteering is an expression of our love, caring and concern for each other and the environment in which we live

International Association for Volunteer Effort (IAVE)

Volunteering is ...

- Done of your own free will
- Unpaid
- For the common good

Rights and Responsibilities

Vision

Supportive communities where voluntary work is understood, recognised and valued

Definition

Voluntary work is done of one's free own free will, unpaid, for the common good

Aroha ke to Takata a Rohe

Mission

To promote, support and uphold the integrity of voluntary work with commitment to Te Tiriti o Waitangi

Rights of Volunteers

- To be treated as a co-worker – respected by paid staff and encouraged to take part in agency decision-making
- To have clearly defined tasks suited to your preference and ability
- To be offered training, support and supervision
- To be given clear communication and consultation channels
- To be given information about the organisation and the way it operates, and to be kept informed of relevant new developments
- To be provided with a safe working environment free from any discrimination based on age, sex, religion, or disability, as set out in the Human Rights Act 1993
- To be made aware of safety, emergency and complaints procedures

Responsibilities of Volunteers

- To choose voluntary work which you can support wholeheartedly
- To work within the policies and guidelines of the organisation
- To be loyal to the organisation, respect its place in the community and help to maintain its credibility and integrity
- To be realistic about capability and availability and avoid over-commitment
- To be punctual, regular in attendance, and advise of periods of unavailability
- To treat co-workers as you would wish to be treated yourself
- To observe confidentiality and privacy at all times
- To report accidents etc. immediately
- To speak up when concerned or unsure

The gift of volunteer activity to:

Volunteers

- Meets the desire to help others
- Enhances quality of life
- Maintains and develops personal skills
- Increases knowledge and horizons
- Encourages personal development
- Provides social opportunities

Agencies / Organisations

- Contributes skills, creativity and new perspectives
- Enables new and extended programmes
- Assists in objectives being met

Community

- Meets the specific needs of people and projects
- Provides extra services
- Increases involvement in decision making
- Enriches quality of life
- Preserves the environment

NB: New Health and Safety Legislation may impact on volunteer related obligations:- refer to **Worksafe** (Government) information

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/position-statements/health-and-safety-of-volunteers-at-work>

Social Services

DEMENTIA CANTERBURY

Phone: 03 379 2590

Fax: 03 379 7286

Freephone: 0800 444 776

Email: jasmine@dementiacanterbury.org.nz

Web: www.dementiacanterbury.org.nz/

Physical Address: Unit 3, 49 Sir William Pickering Drive

Burnside

CHRISTCHURCH

Postal Address: PO Box 20567

Bishopdale

CHRISTCHURCH 8543

Living well with dementia.

Companion Volunteer

Tasks of the Companion Volunteer

- Weekly or fortnightly visits to a client who has dementia.
- Tasks may include, (but are not limited to), walking, gardening, craft, reminiscing and watching movies.

Volunteer requirements

- Time commitment: 1-2 hours per week/fortnight
- Where: At the client's home / local area
- Caring and compassionate people required
- Training required. Hours can be flexible
- Must have good English speaking skills
- Driving license not required
- References and Police vetting required

Driver Volunteer

Tasks of the Driver Volunteer

Drive clients (usually one or two) from Rangiora/Kaiapoi for an activity/memory group.

Volunteer requirements

- Time commitment: Approximately 3 hours per month
- Where: Rangiora/Kaiapoi
- Caring and compassionate people required
- Vehicles must have a current WOF, registration and insurance
- Some reimbursement for mileage
- Must have good English speaking skills
- Drivers must have held a full licence for at least 2 years
- References and Police vetting required

ANNALIESE HAVEN REST HOME

Phone: 03 327 6282

Fax: 03 327 6114

Physical Address: 25 Adderley Terrace
KAIAPOI 7630

Providing quality rest home and dementia care to elderly persons in North Canterbury.

Tasks of the volunteer

- Musical talent required – anyone willing to play music to our residents would be gratefully received. (we have an electronic keyboard)
- Walking
- Housie
- Craft Group
- Outings
- One on One activities

Volunteer requirements

- Time commitment: ½ hour or more
- Communication skills
- Respect
- Reimbursement of expenses are open for negotiation
- Must have good English speaking skills (for dementia clients)

BIG BROTHERS BIG SISTERS OF NORTH CANTERBURY

Phone: 03 310 7004

Cell: 027 271 3405

Email: ellie.legros@bigbrothersbigsisters.org.nz

Web: <http://www.bigbrothersbigsisters.org.nz/local/north-canterbury>

Physical Address: War Memorial Hall
Albert Street
RANGIORA

Postal Address: PO Box 780
RANGIORA 7440

To guide 'at risk' children by promoting positive growth and development through the use of adults as mentors.

Tasks of the volunteer

Being a mentor involves becoming a wise and trusted friend of a young person, with an emphasis on having fun while doing something worthwhile

Volunteer requirements

- Hours are flexible
- No expenses will be reimbursed

- Fluency in the English language required
- A Class Licence required
- 3 references required
- Police vetting required

CHRISTCHURCH CITY MISSION OPPORTUNITY SHOP

RANGIORA & KAIAPOI

Phone: 03 365 0635 x 883

Email: margaret@citymission.org.nz

Physical Address: 1 Durham Street
RANGIORA 7400
158 Williams Street
KAIAPOI 7630

Postal Address: P O Box 1032
CHRISTCHURCH 8140

The Christchurch City Mission Opportunity Shop Volunteer

Tasks of the volunteer

- Assisting in the shop
- Replenish and tidy stock
- Various other tasks

Volunteer requirements

- Flexibility of hours, approximately three hours once a week, morning or afternoon Monday-Friday
- Interest/experience in shop work
- An ability to work as part of a team
- No expenses will be reimbursed
- Fluency in the English language required
- No driver's licence required
- References and Police vetting required

FRIENDS OF OXFORD HOSPITAL

Phone: 03 312 4678 or 03 312 1100

Physical Address: 45 Park Avenue
OXFORD 7430

Postal Address: 45 Park Avenue
OXFORD 7430

The friends of Oxford Hospital is a non-profit organisation that provides social wellbeing of the short and long term patients of Oxford Hospital

Tasks of the volunteer

- Fundraising to assist with projects for patients and hospital
- Long term patient caring

- Social wellbeing of patients
- Companionship
- Entertainment

Volunteer requirements

- Flexible hours to suit
- Fluency in the English language required
- No driver's licence required
- References maybe required

FRIENDS OF RANGIORA HOSPITAL

Phone: 03 313 2266 (Gendie Woods - President)

Fax: 03 313 2274

Physical Address: 161 River Road
RANGIORA

Postal Address: 161 River Road
RANGIORA 7400

The friends of Rangiora Hospital is a non-profit organisation that provides social wellbeing for the patients and staff of Rangiora Hospital

Tasks of the volunteer

- Fundraising to assist with projects for patients and hospital

Volunteer requirements

- Flexible hours to suit
- No driver's licence required

IHC VOLUNTEERING NORTH CANTERBURY

Phone: 027 531 3579

Email: diana.slater@ihc.org.nz

Web: <http://www.ihc.org.nz/get-involved/volunteering/>

Physical Address: 5 George Street
RANGIORA 7440

Postal Address: PO Box 95
RANGIORA 7440

Friendship or Skill Based Volunteer

IHC advocates for the rights, inclusion and welfare of all people with intellectual disabilities and supports them to live satisfying lives in the community.

Tasks of the volunteer

- Spend time doing what you want to do, when you want to do it with a person with an intellectual disability.
- Support and encourage discussion on what you will do together.

- Assist to arrange outings and confirm details with volunteer coordinator.
- Be reliable.
- As a skill-based volunteer meeting with the volunteer coordinator to develop a workplan.

Volunteer requirements

- Time Commitment: Preferably at least 1-2 hours a week
- Location: North Canterbury
- Be able to work under minimal supervision
- Have a genuine interest in encouraging independence and developing a friendship
- Volunteers will be reimbursed on agreed costs such as mileage and costs related to most activities.
- Suitable for someone with limited English
- Valid driver's license not necessary but preferable
- References required
- Yes we conduct a police check

KAIAPOI COMMUNITY SUPPORT - COMMUNITY WELLBEING NORTH CANTERBURY TRUST

Phone: 03 327 8945

Fax: 03 327 7928

Email: kcs@wellbeingnc.org.nz

Physical & Postal Address:

Kaiapoi Community Centre

24 Sewell Street

KAIAPOI 7630 (from 28/8/17)

Kaiapoi based -

1. Volunteer administrator to support the **Kaiapoi** Community with services and initiatives that responds to identified needs
2. Administration/Food Bank Assistant - Kaiapoi - require experience in cooking, budgeting, teamwork and empathy, people/customer skills.
3. Volunteer drivers - Kaiapoi - to transport elderly to hospital / eye / medical appointments or local shopping.

Volunteer Administration – Rangiora and Kaiapoi

Tasks of the volunteer

- Phone answering
- Record keeping
- Information and advice
- (Food bank maintenance/preparation – Kaiapoi)

Volunteer requirements

- 3 ½ hours per week
- Discretion, empathy
- Sound people skills
- Local knowledge
- Expenses reimbursed only for volunteer drivers

- Fluency in the English language required
- No driver's licence required
- References and Police vetting required

Volunteer Driver:

Tasks of the volunteer

- Transport elderly to hospital appointments, or local shopping

Volunteer requirements

- 2/3 hours per week
- Clean driver's licence required
- Expenses reimbursed by donation
- References and Police vetting required
- Cell phone desirable
- Normal volunteer employment procedures

KAIAPOI DAY CENTRE FOR SENIORS INC – THE DARNLEY CLUB

Phone: 03 327 5934

Fax: 03 327 7814

Email: darnley@xtra.co.nz

Physical & Postal Address: 24 Sewell Street
KAIAPOI 7630

To promote a higher quality of life for the elderly and disabled in the community, also giving support, relief and recognition of carers by providing a day care facility.

1. Volunteer Support Assistant
2. Volunteer Bus Assistant

Tasks of the volunteer

- Provide a caring, listening ear
- Take time to talk to friends
- Assist with activities allowing friends to participate as independently as possible
- Assist with outings and lunches out
- Rostered kitchen duties
- Rostered laundry duties
- General housekeeping tasks
- Sit in back of minibus with friends. Meet everybody at their door and assist, ensuring that friends are transported as safely as possible to and from the centre.

Volunteer requirements

- Time commitment – day or half a day once a week or once a fortnight
- Location: Kaiapoi

- Volunteers to be trusted with confidential information having an ever alert eye to changes in health or need for support. A positive attitude to the work of the Day Centre is essential.
- Mileage reimbursed if cars are used for outings
- Driver's licence not required
- References required
- Police vetting required

LIFELINE CHRISTCHURCH

Phone: 03 366 6742

Email: christchurch@lifeline.org.nz Web: www.lifeline.org.nz

Physical Address: Provided on application

Postal Address: P O Box 8313
 Riccarton
 CHRISTCHURCH 8041

"To reduce personal distress and enable positive change".

Lifeline Christchurch provides a free confidential telephone counselling 24/7 for those who need somewhere to talk. Our vision is to facilitate "an emotionally healthy, caring community".

Tasks of the volunteer – full training is required:

- Manning a telephone shift (average 3 hours in length) which involves filling a simple call report. Shifts available from 6.30am - 11.00pm
- Attend supervision each month
- Attend ongoing training at least 3x a year
- Must adhere to our guidelines and Code of Ethics

Volunteer requirements

- Computer literate
- Good listener
- Be reasonably available
- References required and a police Check

Time commitment

Can be discussed on application.

MOTHER4MOTHER

PART OF RURAL CANTERBURY PHO'S BABY FEEDING SERVICE

Phone: 03 357 4970

Fax: 03 357 4372

Freephone: 0800 800 743

Cellphone: 027 588 1007

Email: Janine_pinkham@rcpho.org.nz

To protect, promote and support breastfeeding in Canterbury by providing access to services and support for women and their families that enable women to successfully breastfeed their children.

Breastfeeding Peer Supporter

Tasks of the volunteer

- Give basic breastfeeding information and support to new mothers
- Help mothers prevent and handle common breastfeeding concerns
- Support pregnant and breastfeeding mothers by text, email, telephone or face to face
- Attend and facilitate Mother4Mother breastfeeding support group meetings
- Be available outside usual working hours for mothers who are having breastfeeding problems
- Stay up-to-date with current breastfeeding knowledge

Volunteer requirements

- Varies – but no more than five hours per week
- Must have completed a 24 hour training programme on becoming a breastfeeding peer supporter
- Breastfeeding experience is the most important qualification. Knowledge of other languages may be helpful for breastfeeding immigrants needing support
- Expenses will be reimbursed
- Driver's licence required (car)
- References required
- Police vetting required

MOTHERS SUPPORTING MOTHERS

Phone: 027 306 9407

Email: msmnorthcanterbury@gmail.com

Website: www.motherssupportingmothers.org.nz

Postal Address: PO Box 391
RANGIORA 7440

Volunteer Child Care Worker. Mothers Supporting Mothers' mission is to contribute to the wellbeing and self-sufficiency of mothers and consequently their families in North Canterbury by:

- supporting women with post-natal depression (PND)
- help prevent or minimise PND
- increase awareness and issues involved with PND
- skilled facilitators for group meetings and individual counselling
- facilities for women to meet with freedom from children

Tasks of the volunteer

- With other childcare workers, babysit 0-5 year olds (mothers on site)

Volunteer requirements

- Two hours once a week (Friday morning 10am-12noon- Rangiora)

- Require a love for children
- Most suitable for age 50 plus
- No expenses will be reimbursed
- Driver's licence not required
- References required
- Police vetting required

OXFORD COMMUNITY TRUST

Phone: 03 312 3006 Fax: 03 312 3007 Cell: 021 995 972
 Email: jo@oxfordtrust.co.nz Web: www.oxfordtrust.co.nz
 Physical Address: 37 Main Street
 OXFORD 7430

Oxford Community Trust is responsive to emotional, physical, financial and social needs at both individual and societal levels within Oxford and districts. We require Volunteer Receptionists, Mini Bus Drivers, Medical Transport Drivers, Youth Leaders, and Holiday Programme Leaders.

Tasks of the volunteer

- Reception duties - phone answering, record keeping, information and advice
- Volunteer Drivers – Drive people to medical appointments locally or in Christchurch when required. Drive mini bus shopper trips to Rangiora
- Ox Box Youth – Supervision of youth at events. Transportation to and from events.
- Ox Box Holiday Programme – help with craft and cooking activities.

Time commitment:

- Reception 2 hours a week
- Holiday programme 1 week a term
- Ox Box Youth leader every Friday evening during term time
- Volunteer Drivers as and when required

Volunteer requirements

- Sense of humour
- Discretion, respect and empathy
- Good boundaries
- Able to have fun
- Relate to Youth
- Willingness to participate in training
- All expenses will be reimbursed
- Driver's licence required
- References required
- Police vetting required

OXFORD HOSPITAL

Phone: 03 312 1100 *Fax:* 03 312 1101

Physical Address: 45 Park Avenue
OXFORD 7430

We Care.

Volunteer Visitor:

Tasks of the volunteer

- Talking to patients.
- Assist with activities.
- Take patients for walks.
- Assist to write letters and do tasks.

Volunteer requirements

- From 30 minutes to 2 hours; Monday to Friday 1 to 3pm
- Patience
- Tolerance
- Cheerfulness
- References required
- Police vetting possibly required
- No expenses will be reimbursed

PRESBYTERIAN SUPPORT UPPER SOUTH ISLAND

Phone: 03 313 8588 *Fax:* 03 313 7424 027 917 2975

Email: ronij@psusi.org.nz *Web:* www.psuppersouth.org.nz

Physical Address: Ngawi Thompson Centre
258 High Street
RANGIORA 7400

Postal Address: PO Box 665
RANGIORA 7440

Presbyterian Support (Upper South Island) is a Christian social service agency working for a just society. We will target services to unmet needs. We will advocate for recognition and resolution of problems. We will work to make a lasting difference. We will work in partnership with others. We will work in holistic ways. We will respond to changing needs.

Totara Club Volunteers:

Tasks of the volunteer

- Assist Totara Club paid staff with food preparation, following instructions regarding health and safety
- Wash and put dishes away
- Assist with activities for older people in a day centre setting

Volunteer requirements

- Half a day a fortnight
- Respect, empathy for, and interest in, older people
- Willingness to participate in training
- Where expenses are incurred, such as for driving own vehicle, will be reimbursed
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- Driver's licence not required
- References required
- Police vetting required

Transport Service Volunteers:

Tasks of the volunteer

- Drive older or disabled people to medical appointments locally or in Christchurch
- Phone the client as soon as possible after agreeing to drive them
- Be absolutely reliable about taking clients to their appointments, or let coordinator know if unavailable
- Pick client up from their home, stay with them in their appointment if they require this, and drop them home again

Volunteer requirements

- As needed. Sometimes there can be long waits at the hospitals
- Respect, empathy for, and interest in, older people
- Willingness to participate in training
- Clear driver's licence required, class 1
- Ability to assist frail older or disabled people in and out of cars (training provided)
- Expenses will be reimbursed
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- References required
- Police vetting required

Visitors' Service Volunteers:

Tasks of the volunteer

- Visit older people in their own homes
- Phone the client if not able to visit any week
- Be scrupulously honest, and have good boundaries
- Possibly take client shopping, with agreement from coordinator, client and volunteer

Volunteer requirements

- As needed. Up to two hours per week
- Respect, empathy for, and interest in, older people
- Willingness to participate in training
- Clear driver's licence required, class 1
- Ability to assist frail older or disabled people in and out of cars (training provided)
- Expenses will be reimbursed when own vehicle is used
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- References required
- Police vetting required

RANGIORA SALVATION ARMY

Phone: 03 313 6947 or 03 313 2370 (office)

Email: Rangiora_corps@nzf.salvationarmy.org

Physical Address: 15 Albert Street
RANGIORA 7400

Postal Address: PO Box 288
RANGIORA 7440

The Salvation Army aims to preach the gospel and meet human need without discrimination; to care for people transform lives and work to reform society by alleviating poverty, challenging evil, injustice and oppression.

Tasks of the volunteer

- Helping in Family Store

Volunteer requirements

- From 3-4 hours per week
- No expenses will be reimbursed
- Fluency in English is required
- No driver's licence required
- No references required
- Police vetting is required

RANGIORA STROKE CLUB

Phone: 03 327 2219 (Barbara)

Email: kebar@xtra.co.nz

Physical Address: 35B Wesley Street
KAIAPOI 7630

Volunteer helper required to provide support to stroke survivors and carers

Tasks of the volunteer

- Set up meeting room
- Interact with all members
- Preparing tea/coffee and lunch break
- Clean up at close of session

Volunteer requirements

- Three hours, twice a month (first and third Tuesday)
- Patience, willingness to listen, common sense
- Out of pocket expenses will be reimbursed, and mileage when transporting members
- Driver's licence not necessarily required, but is an advantage

Community Groups

HOPE COMMUNITY CENTRE

Phone: 03 313 4997 Fax: 03 313 4553

Email: sally.rossiter@rbc.net.nz

Physical Address: 113 East Belt
RANGIORA 7400

Postal Address: PO Box 417
RANGIORA 7440



The Hope Community Trust is open from 9am - 1pm Tuesday - Fridays for the following services:

Food bank, Clothing Co-op, Community Garden and Support Workers are available during these times.

Various groups run from the Community Centre at different times for people to connect and build relationships.

The Hope Community Counselling Centre and Essential Life Skill's courses are available by appointment only. To contact them phone 03 928 3066 for any referral's and information regarding courses.

For further information about the Hope Community Trust Services, please visit our website www.hopecommunity.co.nz

KAIAPOI COMMUNITY GARDEN TRUST

Cell Phone: 027 313 1234

Email: kaiapoicg@xtra.co.nz

Location: Kaiapoi Borough School Grounds
Hilton Street
KAIAPOI 7644

To help and assist people to grow vegetables and fruit for themselves and the community.

Tasks of the volunteer

- Gardening
- Harvesting
- Developing garden

KAIAPOI PROMOTION ASSOCIATION

Cell: 021 0221 2627

Email: chairperson@kaiapoi.org.nz

Web: www.kaiapoi.org.nz

Postal Address: PO Box 130
KAIAPOI 7644

Chairperson: Martyn Cook

Kaiapoi Promotion Association works with community groups, residents, sports groups, schools, businesses etc. to build the community well-being by promoting inclusion and the development of stronger relationships.

Volunteer requirements

The Association is involved in many events in and around Kaiapoi, including the annual Kaiapoi Carnival. Volunteers are essential for the success of these events. Duties may include attending meetings, set up on day, clean up, marshalling Santa Parade. Whether it is an hour or several hours, any skill level is welcomed, your involvement would be greatly appreciated. Please contact us for more information.

LIONS CLUB OF RANGIORA

Phone: 03 313 4296 or *Cellphone:* 027 438 5553

Email: waynepaulin@clear.net.nz *Web:* www.nzlionsclubs.org.nz

Physical Address: Waimana Lounge
92 Kippenberger Avenue
RANGIORA 7400

Postal Address: P O Box 119
RANGIORA 7400

The Lions Club aims to encourage service-minded people to serve their community without personal regard and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Tasks of the volunteer

- Fund raising projects
- Youth activities
- Community volunteer assistance

Volunteer requirements

- Routine weekends for several hours
- Recurring annual efforts on targeted days
- Be good with public, youth
- Some physical work involved
- No expenses will be reimbursed
- No driver's licence required
- References required
- Police vetting required

NORTH CANTERBURY MINI BUS TRUST

Phone: 03 313 8588 (Roni Jordan) *Fax:* 03 313 7424

Email: ronij@psusi.org.nz

Web: www.ps.org.nz/uppertsouthisland

Physical Address: Ngawi Thompson Centre
258 High Street
RANGIORA 7400

Postal Address: PO Box 665
RANGIORA 7440

The Mini Bus Trust aims to provide virtually free transport for the elderly (over 60) and disabled people (of any age).

Drivers required.

Tasks of the volunteer

- Pick up passengers and take to day care centre
- Return passengers to their homes
- Shopping bus trips

Volunteer requirements

- Two hours in the morning and two hours in the afternoon on one day per fortnight
- Located in Rangiora – trips include country
- Drivers are trained to operate a wheelchair hoist
- No expenses will be reimbursed
- A clean driving record is required, class 1 driver's licence

NORTH CANTERBURY NEIGHBOURHOOD SUPPORT

Phone: 03 313 2681

Fax: 03 313 4727

Email: coordinator@ncns.org.nz

Physical Address: Rangiora Police Station
309 High Street
RANGIORA 7400

Postal Address: C/- PO Box 5
RANGIORA 7440

To make our homes, street, neighbourhoods and communities safer and more caring places in which to live.

Tasks of the volunteer Street Co-ordinators

- Be willing to be the contact person for approximately 10 houses in your neighbourhood

Volunteer requirements

- Little time commitment
- Working from YOUR place
- Can be worked in YOUR hours
- Limited English may be suitable – depending on your neighbourhood demographic

OXFORD & DISTRICTS LIONS CLUB

Phone: 03 312 4194 (President – Dave MacPherson)
03 312 1532 (Secretary – Robin Watson)

Email: dbmcp@xtra.co.nz or secretary.odlc@outlook.com

Postal Address: PO Box 33
OXFORD 7443

Serving our youth and the Oxford district in any way we can

Volunteer requirements

- One evening meeting monthly
- Expenses will not be reimbursed

RANGIORA & DISTRICT PAKEKE LIONS CLUB

Phone: 03 327 4226

Email: pamac@clear.net.nz

Postal Address: C/o Pamela MacFarlane
5 McAllister Place
KAIAPOI 7630

Provide extra funds for Health, Youth and Disasters, e.g. Floods, earthquakes. Give assistance with charity fund raising and to elderly.

Tasks of the volunteer

- Funds to raise money to help community and world emergencies

Volunteer requirements

- Time commitment – when necessary
- Expenses reimbursed partly with fund raising
- Membership of the Lions required
- Some physical work involved
- No expenses will be reimbursed
- No driver's licence required
- References required
- Police vetting required

RANGIORA CRIME CAMERAS

Phone: C/- Robbie Brine, Rangiora Police Station, 03 313 6167

Email: robert.brine@police.govt.nz

Physical Address: Rangiora Police Station
309 High Street
RANGIORA 7400

Postal Address: PO Box 5
RANGIORA 7440

Volunteer crime camera operator required. Our volunteers have a passion for our local community. They want our town to be safe for all. By monitoring the cameras, working closely with the Police and Community Watch, we help this to happen.

Tasks of the volunteer

- Monitor cameras that are positioned around Rangiora
- Cameras operate by computer/mouse
- Write up occurrences viewed
- Advise Police or Community Watch
- Some radio work

Volunteer requirements

- Friday/Saturday nights 10pm – 2am (max.) rostered approximately one duty/month in teams of two
- Can work in a two-person team
- Observes confidentiality
- No expenses will be reimbursed
- Driver's licence not required
- Police vetting required

RANGIORA COMMUNITY GARDEN

Phone: 03 313 4997 (RBC office)

Email: sally.rossiter@rbc.net.nz

Physical Address: 113 East Belt
RANGIORA



The Rangiora Community Garden would like to encourage members of our community to come and share your knowledge and wisdom, learn from each other and grow together. Our vision statement is “growing a great community through connection, strength and interdependence to nourish and enrich people’s lives”.

There is always a warm welcome and the Garden is open from 9am to 1pm, Tuesday to Fridays. It is now adjacent to the High School playing area on East Belt, across from the Hope Community Centre.

Tasks of the volunteer (choose any from the list below)

- Gardening
- Maintenance
- Harvesting
- Weeding

Volunteer requirements

- Whatever time you can give
- Suitable for someone with limited English skills
- No expenses will be reimbursed
- An interest in learning about gardening

SATISFY FOOD RESCUE

Phone: 027 951 6052 - Phillipa Hunt

Email: satisfyfoodrescue@outlook.com

Physical & Postal Address: Kaiapoi Community Centre
24 Sewell Street
KAIAPOI 7630 (from 28/8/2017)

Vision Statement (*What we aim to achieve*)

Thriving, strong, satisfied and sustainable community

Mission Statement (*What we do*)

Bridging the gap by re-directing the abundance of food in our community to where it is needed.

Food Sorting Volunteer

Tasks of the volunteer

- Sort food stuffs into appropriate categories
- Weigh and record incoming food, outgoing food and food waste
- Ensure all Food Safety procedures are adhered to.

Volunteer requirements

- Flexibility of hours required - 2-3 hours per week
- Ability to work independently and as part of a team is essential
- Confidentiality and discretion
- High reliability is vital
- Excellent record keeping skills
- Fluency in English is not required
- References and Police vetting required
- No driver's licence required
- No expenses will be reimbursed.

Transport Volunteer

Tasks of the volunteer

- Pick up and distribute donated food stuffs (including loading and unloading of goods)
- Record keeping.

Volunteer requirements

- Flexibility of hours required - 2-3 hours per week
- Cell phone desirable
- Driver's licence with a clean record required
- Fluency in English is required
- Ability to work independently and as part of a team is essential
- Confidentiality and discretion
- High reliability is vital
- Excellent record keeping skills
- References and Police vetting required
- Expenses will not be covered initially, but we hope to cover fuel costs in the future once funding allows.

THE PARENTING PLACE (TOOLBOX PARENTING)

Phone: 03 355 2680

Cellphone: 0274 312 220

Email: Canterbury@theparentingplace.com

Web: www.theparentingplace.com

Physical Address: 41 Essex Street
Phillipstown
CHRISTCHURCH

Postal Address: PO Box 21139
Edgware
CHRISTCHURCH

A Toolbox Facilitator is required to positively impact every family and communicate to the whole of society, particularly to parents, equipping them with skills and resources.

Tasks of the volunteer

To facilitate Toolbox parenting courses, located in North Canterbury.

Volunteer requirements

- Passionate about parenting
- Enjoy working with people
- Comfortable in a group setting
- Committed to practice
- Positive and fun learning
- Ability to relate to people
- Good listener
- Sense of humour

- Varied hours
- Small monetary reimbursement per course
- Fluency in the English language required
- Driver's licence required
- References and police vetting required

TEAR FUND

Phone: 03 313 8455

Fax: 03 313 8455

Email: brucem@tearfund.org.nz *Web:* www.tearfund.org.nz

Physical Address: 4 Wiltshire Court
RANGIORA 7400

Office Assistant needed.

Tasks of the volunteer

- Typing
- Filing
- General office administration
- Use of computer

Volunteer requirements

- As available Wednesday-Friday
- Computer literate
- Honest and reliable
- Cheerful attitude
- Expenses will be reimbursed
- Driver's licence not critical
- References required

RANGIORA TOY LIBRARY

Email: rangioratoylibrary@gmail.com

Physical Address: 1 Blakett Street
RANGIORA 7400

Postal Address: PO Box 753
RANGIORA 7440

Committee members required to help the Toy Library to provide safe, educational and cost-effective toys to the families of Waimakariri, for children aged 0-5 years

Tasks of the volunteer

- Assist in day-to-day running
- Fund-raising and promotions

Volunteer requirements

- Meetings once a month – 2 hours, and tasks as allocated
- Group working
- Expenses not reimbursed, unless previously agreed
- Driver's licence not required

WOODEND SPRING FLOWER SHOW COMMITTEE

Phone: 03 314 9195

Email: hepagets3@gmail.com

Physical Address: held at Woodend Community Centre

Postal Address: C/- Evelyn E Paget, President
1193 Marshman's Road
RD 1
AMBERLEY 7481

Tasks of the volunteer

Organising the Annual Show to provide opportunities for members of the community including children to display/show daffodils, flowers, cookery, preserves, vegetables, crafts and photography.

Volunteer requirements

- Bi-monthly meetings February-April. Monthly meetings May-September.
- Arrange date of Show.
- Book venue.
- Arrange schedule, judges, prizes, and advertising.
- Suitable for someone with limited English.
- Expenses will not be reimbursed.

Recreational Activities

GIRL GUIDING NEW ZEALAND

Phone: 03 313 2282 (Nicole) *Cell Phone:* 022 165 9108 (Nicole)
03 313 4051 (Georgina)
Freephone: 0800 22 2292
Email: rangioradc@gmail.com
Web: www.girlguidingnz.org.nz
Postal Address: National Office
PO Box 13 143
CHRISTCHURCH 8141

We enable girls and young women to reach their full potential and make a difference in the world.

Unit Leader (females only)

Tasks of the volunteer

- Fun, excitement and engagement through adventure and friendship
- A supportive, encouraging environment for girls and young women
- Interactive, hands-on activities in a safe environment

Volunteer requirements

- One unit meeting per week term time only
- District meeting once per month
- Located in Cust / Pegasus / Woodend / Rangiora
- Fluent English required
- References are required
- Police vetting is required as you are working with young girls
- Training is provided however first aid, leadership / outdoor skills are an asset but not required

KAIAPOI WALKERS GROUP

Phone: 03 327 9064 (Don Lyon) or (Margaret) on 03 327 7910
Email: aalyon@hotmail.com
Postal Address: 25 Chester Street
KAIAPOI 7630

Walks all over Canterbury

Short Walkers: Tuesdays 9am to noon

Medium Walkers: Wednesdays 9am to 3pm

Long Walkers: Tuesdays 8-8.30am

KAIAPOI MENZ SHED

Phone: 03 327 3681 or 03 327 8908 (Brian Moody)

Cell: 027 421 7620 or 027 437 5107

Email: johnforster@xtra.co.nz *Web:* www.menzsheds.org.nz

Postal Address: 10A Carew Street
KAIAPOI 7630

KAIAPOI TOASTMASTERS

Phone: Daytime – Richard - 03 339 9222

Anytime – Julie Lawson – 03 327 3876 or 027 841 6297

Email: kaiapoi@toastmasters.org.nz

NORTH CANTERBURY MUSICAL SOCIETY COSTUME HIRE

Phone: 03 313 4854 *Cell Phone:* 021 0264 4695

Address: Northbrook Studios, Northbrook Rd, Rangiora

Web: www.ncms.co.nz

Postal Address: NCMS Secretary
PO Box 70
RANGIORA 7440

To support our Society and other Theatre groups by storing and supplying costumes as used in productions. To enable our wide range of costumes and accessories to be accessible to the public.

Assistant to Manager

Tasks of the volunteer

- Assist the public to make choices.
- Tidying up, putting away as we work.
- Having knowledge of the layout of the rooms.
- General hand sewing. Machine sewing an advantage

Volunteer requirements

- Willingness to participate
- 2 hours each time – Mon 7-9pm; Thurs 7-9pm; Fri 4-6pm; Sat 11am-1pm. Arriving a little before opening hours.
- Sewing, mending and cleaning are all done at home.
- Soap powders supplied.
- Ability to create a look using what is available to meet customer needs
- Understanding of clothing from the past

NORTH CANTERBURY TECORIAN SPEAKERS

Phone: Robin Fisher 03 312 8824 OR Susan Peach 03 312 9030
Email: robin.c.fisher@gmail.com *Web:* www.tecorianspeakers.org.nz

North Canterbury Tecorian Speakers is a club where you can gain confidence in public speaking and learn business meeting procedures. Improve your listening skills, learn to think on your feet, expand your knowledge and have fun – in a relaxed and friendly atmosphere.

We welcome members from teens on. Meetings are held evenings 2nd and 4th Mondays of the month in Rangiora. Except 2nd week of December and January.

RANGIORA BAPTIST CHURCH CRAFT GROUP

Phone: 03 313 8589 (Mavisanne Philbrick)
03 313 6370 (Lynette Madeley – Co-ordinator)
Email: mavisanne1@xnet.co.nz or lynettejim.madeley@xtra.co.nz
Physical Address: 111 East Belt
RANGIORA 7400
Postal Address: PO Box 417
RANGIORA 7440

Mission Statement: To provide a caring environment to enable the learning of new craft skills, the sharing of abilities and ideas, fostering of friendships and have the opportunity to share the love of God.
Tutor required.

Tasks of the volunteer

- Tutoring of craft classes

Volunteer requirements

- Two hours 9.45am – 11.45pm Wednesdays during school term
- Mileage and bus fare reimbursed if out of town
- Driver's licence not required

RANGIORA MENZ SHED

Phone: 03 313 5992
Email: marg_ian@kinect.co.nz
Web: <http://users.actrix.co.nz/Cornelius/menz/index.htm>
Physical Address: Rangiora A & P Showgrounds,
Ashley Street
RANGIORA
Postal Address: 9 Strachan Place
RANGIORA 7440

The purpose of “The Shed” is for men of all ages to be able to meet socially, and possibly work together on tasks for the benefit of the community, with the added potential opportunity to learn new skills. Any person may apply for membership of “The Shed”. Rangiora is only the location of “The Shed” and membership is not restricted to residents of Rangiora.

Tasks of the volunteer

- Woodworking
- Metalworking
- Mechanical
- General Maintenance

Volunteer requirements

- Currently meet each week, Wednesday & Friday mornings (9am-12 noon)
- Driver’s licence not required
- Suitable for someone with limited English skills

RANGIORA TOASTMASTERS’ CLUB

Cell: 027 364 0115 (Louise)

Freephone: 0800 736 753 (0800 PEOPLE)

Email: rangiora@toastmasters.org.nz

Web: www.rangioratoastmasters.org.nz

The mission of a toastmasters’ club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

Volunteer requirements

- Every 2nd Monday evening 7.30pm – 9pm, War Memorial Hall, Albert Street, Rangiora
- Expenses will not be reimbursed
- Driver’s licence not required
- Suitable for someone with limited English

Emergency Services

In an Emergency – Dial 111

COASTGUARD – WAIMAKARIRI-ASHLEY

Phone: 03 327 8469 John Thompson,
President SAR Controller
Cell: 021 340 356 *Email:* john_and_faye@xtra.co.nz
Web: www.coastguardsouth.org.nz
Postal Address: PO Box 110
Kaiapoi 7644

OXFORD VOLUNTEER FIRE BRIGADE

Phone: 03 312 4005 *Fax:* 03 312 4695
Cell: 027 297 7564 *Freephone:* 0800 371 3600 CHCH
Email: Trevor.Ealam@fire.org.nz *Web:* www.fire.org.nz
Physical Address: Burnett Street
OXFORD 7430
Postal Address: PO Box 13
OXFORD 7443

The Fire and Rescue Service aims to reduce the incidence and consequence of fire and to provide a professional response to other emergencies.

Tasks of the volunteer

- Working with communities to protect what they value

Volunteer requirements

- About 5 hours per week plus incidents
- At least 2 years commitment to the Brigade
- Some expenses will be reimbursed

KAIAPOI VOLUNTEER FIRE BRIGADE

Phone: 03 327 7399 *Fax:* 03 327 4383
Web: www.nzfireservice
Physical Address: 51 Hilton Street
KAIAPOI 7630
Postal Address: PO Box 69
KAIAPOI 7644

Our Mission Statement is to serve the Community.

Tasks of the volunteer

- Emergency Services

Volunteer requirements

- 24/7 everyday
- Fully trained/training received
- Expenses will not be reimbursed
- Driver's licence required
- References and Police vetting required

ST JOHN AMBULANCE & EVENTS OFFICER

Phone: 03 353 7110 ext 3227 Cell: 027 801 3076

Freephone: 0800 785 646

Email: michelle.payton@stjohn.org.nz

Web: www.stjohn.org.nz/About-St-John/Join-St-john/Volunteering/

Postal Address: P O Box 1443
CHRISTCHURCH 8140

St John's on a journey towards becoming a truly integral part of New Zealand's community health care solution of the future. The Vision for St John is enhanced health and wellbeing for all New Zealanders.

Tasks for Volunteers

- Provide professional clinical patient care either at Events or via the ambulance service
- Ensure all administrative duties are carried out to a high standard
- Undertaking regular professional development and training
- Leading by example and promoting and maintaining good public relations

Volunteer Requirements

- Be able to pass the St John assessment requirements (physical, interview, literacy/numeracy test)
- Computer literate
- Excellent communication skills
- Embrace diversity
- Compassionate and professional
- Mileage will be reimbursed as per St John Policy
- 24/7 operation, At least two – three 12 hours shifts per month plus on-going training (this may vary amongst stations)
- Must have good English speaking skills
- Full NZ Driver's licence held for at least 12 months, or have completed an approved NZTA drivers course if held for less than 12 months
- References will be checked by St John
- Police vetting required
- Locations: North Canterbury (Oxford, Amberley, Culverden, Hanmer Springs, Cheviot, Kaikoura, Rangiora, Kaiapoi)

WAIMAKARIRI DISTRICT CIVIL DEFENCE EMERGENCY MANAGEMENT

Phone: 03 311 8900

Fax: 03 313 4432

Cell: 021 480 829

Email: civil.defence@wmk.govt.nz

Web: www.waimakariri.govt.nz

Postal Address: Waimakariri District Council
Private Bag 1005
RANGIORA 7440

Resilience builds safer communities.

Roles for civil defence volunteers

- Sector Post Team – gathers information of local damage/issues and provides physical assistance to those in need
- District Welfare Team – provides initial social services support from a centralized facility in concert with a range of Government social services agencies
- NZ Response Team 12 (NZRT) – multi-skilled rescue and emergency response
- Volunteers of the Day – do not meet or train during the year; they simply turn up on the day of an emergency to offer their time and labour wherever it can be of use

Volunteer training requirements- (excludes Volunteers of the Day)

- 2 hour training sessions once a month, with the probability of a field exercise twice a year
- Willing to give of your time
- Compassionate to the personal needs of distressed people
- Must be a team player

Conservation/Environment

KEEP RANGIORA BEAUTIFUL

Phone: Chair - Greg Miller 03 313 3386 or
Secretary/Treasurer: 03 313 7103 (Rayleen Johnson)

Email: hopyy11@xtra.co.nz

Postal Address: 11 Golding Avenue
RANGIORA 7400

Beautification of Rangiora – liaise with Waimakariri District Council regarding annual plan; street tree suggestions; report damage to trees, etc. Currently planting areas at the Rangiora Health Hub, Rangiora Cemetery, Rangiora Croquet Club and maintaining six other areas.

Tasks of the volunteer

- Meetings – last Tuesday in the month – 1 ½ hours
- Working bees – 2-3 hours, once a month as required

Volunteer requirements

- Physically able to dig small holes
- Expenses are not usually reimbursed or on special occasions only
- Suitable for someone with limited English skills

PARKS AND RESERVES VOLUNTEER GROUPS

If you would like to be a volunteer in a reserve, please contact the Advisory Group person for more information.

Ashley Gorge Reserve Advisory Group: Phone 312 4718. Contact Jan Shelton

Cust Domain Advisory Group: Phone 312 5839. Address: Ingleside, 184 Mill Road, RD 1, RANGIORA 7471. Contact: Bernard Kingsbury

East Eyreton Domain Advisory Group: Phone 312 6088. Address: 649 South Eyre Road, RD 2, KAIAPOI 7692. Contact: Brian McIndoe

Gladstone Park Advisory Group: Phone 312 7439. Address: 250 Woodend Beach Road, RD 1, KAIAPOI 7691. Contact: Mark Paterson

Lees Valley School Reserve Advisory Group: Phone 312 4364. Address: Cronsedale, Lees Valley, Private Bag, OXFORD 7443. Contact: Marilyn Dalzell.

Loburn Domain Advisory Group: Phone 312 8666. Address: 182 Carrs Road, RD 2, RANGIORA 7472. Contact: Jenny Preen

Matawai Park Advisory Group: Phone 313 8364. Address: 49B Ayers Street, RANGIORA. Contact: Nancy Kerr

Ohoka Domain Advisory Group: Phone 312 6445. Address: 403 Whites Road, Ohoka, RD 2, KAIAPOI 7692. Contact: Edward Hamilton.

Pearson Park Advisory Group: Phone 312 4248. Address: 4123 South Eyre Road, RD 1, OXFORD 7495. Contact: Barbara Thompson

Pines and Kairaki Beaches Association: Phone: 327 6662. Address: 82 Dunns Avenue, Pines Beach, KAIAPOI 7630. Contact: Peter Midgley

Sefton Domain Advisory Group: Phone 314 4319. Address: 133 Costello's Road, The Peaks, RD 1, HAWARDEN 7385. Contact: Ian Ford

Silverstream Reserve Volunteers: Phone 312 6648, 021 0676 446 or email silverstream.volunteers@gmail.com. Contact Noelene Francis

Swannanoa Domain Advisory Group:

Taranaki Reserve Advisory Group: Phone 312 7747, 027 235 7140. Contact Andrew Thompson.

View Hill Domain Advisory Group: Phone 312 4902. Address: Green Valley, 850 Woodside Road, RD 1, OXFORD 7495. Contact: Tracey Roberts

Warren Reserve Advisory Group Phone: 312 4895. Address: 431 Woodstock Road, RD 1, OXFORD 7495. Contact: Mel Brooker

If you are interested in being a volunteer with any Council reserve or domain, please contact the Greenspace team at the Waimakariri District Council to find out what is involved.

Email: Greenspace@wmk.govt.nz or call 311 8900 and ask for Chris Brown

Te Kohaka o Tuhaitara Trust: Phone Greg Byrnes, General Manager on 03 313 1786 or 021 0245 5398 or email: tkot.enquiries@farmside.co.nz or check out the website on www.tuhaitarapark.org.nz

Sport

HINEMOA – KAIAPOI HOCKEY CLUB

Cell: 027 913 4909 (Anna)

Email: HinemoaKaiapoiHockey@outlook.co.nz

Physical Address: Kaiapoi Park
Smith's Street
KAIAPOI

Our aim is to provide the sport of hockey for the enjoyment of those who want to learn or participate in the game.

Tasks of the volunteer

- Coach – Junior Players
- Communicator for all teams – Club Captain

Volunteer requirements

- Three hours per week during winter – 1 hour practice, game & travel
- Communication skills
- Flexible hours after school
- Reimbursement of expenses negotiable
- Could be suitable for someone with limited English if they have skills to coach and play hockey (Action rather than words.)
- Driver's licence required
- Police vetting required if unknown to club

NORTH CANTERBURY JUNIOR BASKETBALL ASSOC

Phone: 03 975 5558

Fax: 03 313 5948

Cell: 021 532 176

Contact: Angus Gourlay

Email: bball@ncba.org.nz

Web: www.northcanterburybasketball.org.nz

Physical Address: McAlpines Mitre 10 Mega Sports Centre
138 East Belt
RANGIORA 7400

NORTHERN AGRICULTURAL & PASTORAL ASSN

Phone: 03 313 6945

Fax: 03 313 1003

Cell: 027 213 3946

Email: info@rangiorashow.co.nz

Physical Address: Ashley Street
RANGIORA 7400

Postal Address: PO Box 175
RANGIORA 7440

The Northern Agricultural & Pastoral Association aims to be the best A & P Association in New Zealand, providing first class multi-purpose facilities. We require Show Day Assistants.

Tasks of the volunteer

- Set up for show time (various tasks)
- Assisting at show time

Volunteer requirements

- Support on roster for show days
- Be prepared to give anything a go with a smile
- Expenses not reimbursed but meals provided when assisting at show time
- Driver's licence not required
- References required

OXFORD CRICKET CLUB

Phone: 021 172 9387 – David Fulton

Email:

Physical Address: Pearson Park
OXFORD 7430

Postal Address: 1390 Woodstock Road
OXFORD RD 7495

Oxford Cricket Club aims to provide quality cricket and social opportunities to the community.

Tasks of the volunteer

- Water pitches
- Roll pitches
- Mowing
- Machinery maintenance

Volunteer requirements

- Three hours per week average
- Possibly suitable for someone with limited English
- Driver's licence not required

RANGIORA BMX CLUB

Phone: 027 227 4697 (Anna)

Email: secretary@rangiorabmx.co.nz Web: www.RangioraBMX.co.nz

The Rangiora BMX Club aims to encourage people into a healthy family sport that can be participated in from under 5 years old to 40 and over.

Shop Manager:

Tasks of the volunteer

- Purchase stock for the shop
- Run the shop on Rangiora Club Days (one Sunday each month, and on certain special meetings, but all dates are calendared for the season)

Volunteer requirements

- Eight hours per month from September to April
- Good with handling money and dealing with people
- Expenses will not be reimbursed
- Driver's licence not required

Caretaker:

Tasks of the volunteer

- Help organise to tidy the track prior to home race meetings
- Mow small grass area/weed gardens by arrangement

Volunteer requirements

- Eight hours per month from September to April
- Good with dealing with people
- Expenses will not be reimbursed
- Driver's licence not required

Funding Officer:

Tasks of the volunteer

- Apply to external funding agencies for money for our members to attend meetings in the North Island and follow through on audit procedures

Volunteer requirements

- Four hours per month from September to April
- Good at dealing with forms and writing letters
- Expenses will not be reimbursed
- Driver's licence not required

RANGIORA NETBALL CLUB

Email: rangioranetball@gmail.com

Postal Address: PO Box 657
RANGIORA 7440

Committee members required.

Tasks of the volunteer

- Attend committee meetings – monthly
- Any tasks that need completing or taking responsibility for

Volunteer requirements

- For netball season only possibly 2-3 hours per week at the most
- Expenses may be reimbursed – would have to be passed at meeting
- Driver's licence not required

SARACENS RUGBY FOOTBALL CLUB INC.

Fax: 03 313 2080 *Cell:* 021 126 7699

Contact: Secretary

Email: secretary@saracensrugby.co.nz

Web: www.saracensrugby.co.nz

Physical Address: A & P Showgrounds
Ashley Street
RANGIORA 7400

Postal Address: PO Box 133
RANGIORA 7440

Saracens Rugby Football Club Inc. aims to foster and promote the playing of rugby union within the Rangiora district in a safe and healthy environment.

Tasks of the volunteers

- Coaching Junior Rugby teams
- Managing Junior Rugby teams
- Junior Committee
- Fund-raising
- Grounds maintenance
- Food caravan sales assistants

Volunteer requirements

- Time commitments vary – contact the Club for details
- Coaching and Managing requires good communication skills
- Expenses will not be reimbursed
- Driver's licence a definite help but not essential
- Police vetting required for coaching and managing roles

Information/Advising

BUDGETING SERVICES NORTH CANTERBURY INC

Phone: 03 313 3505 *Fax:* 03 313 3505

Email: servicemanager@bsnc.org.nz

Web: www.bsnc.org.nz

Physical Address: War Memorial Hall
1 Albert Street
RANGIORA 7400

Postal Address: PO Box 351
RANGIORA 7440

Empowering individuals and families to manage their finances most effectively, in a free, confidential environment.

Volunteer Budget Adviser

Tasks of the volunteer

- Prepare budget, cash flow and debt schedule
- Assist client with creditors
- Provide financial mentoring

Volunteer Requirements

- Time commitment varies per week and per client
- Location: At the office or home visits by arrangement only
- Empathy and listening skills
- Expenses for mileage and bus fares will be reimbursed
- Not suitable for someone with limited English
- Driver's licence required
- References required
- Police vetting required

CITIZENS ADVICE BUREAU NORTH CANTERBURY

Phone: 03 313 8822 *Fax:* 03 310 6205

Freephone: 0800 FOR CAB (0800 367 222)

Email: northcanterbury@cab.org.nz

Web: www.cab.org.nz

Physical Address: Trevor Inch Memorial Library
141 Percival Street
RANGIORA 7400

Postal Address: PO Box 264
RANGIORA 7440

Our mission statement:

1. To ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services available; or through an inability to express their needs effectively.
2. To exert a responsible influence on the development of social policies and services, both locally and nationally.

We require a **volunteer CAB Worker**.

Tasks of the volunteer

- Our volunteers respond to client enquiries
- He/she listens, provides information, discusses options and assists clients to reach a decision

Volunteer requirements

- Attendance at Basic Training Course (sixn 3½ hour sessions – two mornings per week for a period of five weeks); one 2½ hour duty per week; attendance at monthly on-going training
- Volunteers must be able to relate well with a diverse range of people, have good oral and written communication skills and be an effective listener. Members must also understand and maintain strictest confidentiality at all times and display non-judgemental and impartial attitudes
- Driver's licence not required
- References required
- Police vetting required

OXFORD COMMUNITY TRUST

Phone: 03 312 3006

Email: admin@oxfordtrust.co.nz *Web:* www.oxfordtrust.co.nz

Physical Address: 37 Main Street
OXFORD 7430

Oxford Community Trust is responsive to emotional, physical, financial and social needs at both individual and societal levels within Oxford and districts. We require a receptionist.

Tasks of the volunteer

- Greet clients
- Answer phones
- Record statistics
- Other jobs as delegated

Volunteer requirements

- Two hours per week
- Good communication skills

- Understanding of privacy laws and confidentiality
- If travel or other expenses are incurred while on Trust business they are reimbursed
- Driver's licence not required
- References required
- Police vetting required

SENIORNET NORTH CANTERBURY

Phone: 03 310 6984
 Email: the_penwells@xtra.co.nz
 Physical Address: 178 King Street
 RANGIORA 7400
 Postal Address: 178 King Street
 RANGIORA 7400

MEMBER OR tutor needed, the local branch of a national organization to teach computer skills to those over 50.

To teach computer skills to older adults in an effective, enjoyable and friendly way. To give older adults the opportunity to learn skills that will enable them to contribute their knowledge and wisdom to society. To offer a means for older adults to communicate and make new friends through on-line communication.

TASKS OF VOLUNTEER:

- Tutor adults in computer skills
- Learn new skills by attending SeniorNet courses
- Enjoy the company of like-minded people

VOLUNTEER REQUIREMENTS:

- Tutor adults in computer skills
- Learn new skills by attending SeniorNet courses
- Enjoy the company of like-minded people
- Variable and flexible time commitment
- Knowledge of computer systems as a user and a willingness to learn
- Ability to relate with adults and patience
- Expenses will not be reimbursed
- Fluency in the English language required
- Drivers Licence, references and police vetting not required

WAIMAKARIRI DISTRICT LIBRARIES

Phone: 03 311 8901
 Email: mark.oconnell@wmk.govt.nz
 Web: <http://libraries.waimakariri.govt.nz>

Physical Address: 141 Percival Street
RANGIORA 7400
Postal Address: PO Box 386
RANGIORA 7440

We are fortunate to have almost 100 people volunteering for us on a weekly basis at our Rangiora, Kaiapoi and Oxford libraries. Volunteers assist us with the shelving of returned items as the library deals with approximately 40,000 returned items per month. Some volunteers assist by delivering materials to the housebound. Other avenues of participation are available through the Friends of the Library and the Libraries Trust. All of these contributions matter and make a real difference.

Library volunteers come from all walks and ages of life – some are new to the District and wanting to make connections in the community; others want to give something back to the place they have lived all of their lives. Volunteers greatly contribute to the positive experience and enjoyment of the 400,000 people who visit and borrow from the libraries each year. If you'd like to join in, please visit your local library for more details.

WOODEND COMMUNITY ASSOCIATION

President: John Archer *Cell:* 027 433 2558

Email: woodend.community.association@gmail.com

Web: www.woodend.co.nz

AIMS OF THE ASSOCIATION:

- To promote the safety and wellbeing of the Woodend community
- To promote initiatives to develop community spirit in Woodend
- To provide an open forum and assistance for Woodend residents to seek help or advice in suggesting changes for the benefit of the community.

Tasks of the volunteer can include:

- Assisting with initiatives of the Association
- Support roles on the committee
- Welcoming newcomers to the community
- Delivering flyers
- Fund-raising

Volunteer requirements

- Variable time commitment- negotiable
- All skills can be utilised and matched to a task
- Expenses will not be reimbursed
- Suitable for someone with limited English
- Driver's licence not required

Contact Details and How to Update or Include Information

A directory only has value to the community if the information it contains is kept up to date. Please assist us to maintain and improve the directory by completing and returning the following page to:

Serena Peychers
Waimakariri Volunteer Directory
Waimakariri District Council
215 High Street
Private Bag 1005
RANGIORA 7440

Email: serena.peychers@wmk.govt.nz

Please complete the following if you wish to update your information or add a new organisation:	
Name of your organisation:	
Email address:	
Web address:	
Physical address:	
Postal address:	
Postcode:	
Phone Number:	
Cell Phone Number:	
Role Description/Title:	
Organisation Mission Statement: <i>Please be aware that space in the Directory is limited so the description should be restricted to a maximum of 100 words.</i>	
Tasks to be done: <i>(Please bullet point)</i>	
Time Commitment:	
Location:	
Other Comments/Skills Required:	
Will Volunteer's expenses be reimbursed? <ul style="list-style-type: none"> • For Mileage • For Bus Fare 	
Task suitable for someone with limited English?	
Drivers Licence Required? Which Class?	
References Required?	
Police Vetting Required?	
Are premises fully accessible?	

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YOUR CONTACTS:

