

# Aboriginal Catholic Ministry

5 Baker Avenue, Perth WA 6000, Australia

Mail: PO Box 8111, Perth WA 6849

Tel: (08) 9328 7529 Fax: (08) 9227 0732

Email: [acm@perthcatholic.org.au](mailto:acm@perthcatholic.org.au)

## Vol.5 Expression of Interest Pack

Thanks for contacting the Aboriginal Catholic Ministry in regards to volunteering with the team today. The Aboriginal Catholic Ministry could not exist without the contributions of volunteers. Throughout our history, the activities, programs and love have been brought to life by volunteers, working alongside the ministry. Today is no different, to continue to meet the needs of our community we require volunteers. There are many different roles for volunteers from Sunday Church roles, to office administration, events, special projects etc.

We appreciate your time contacting us and you will hear back from us shortly. In the meantime, we have provided you with some insight to the Aboriginal Catholic Ministry and the roles and opportunities which are offered to you as a volunteer.



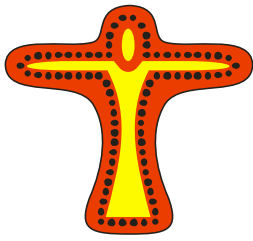
### The Aboriginal Catholic Ministry

Promotes the spiritual, cultural and social development of people of Aboriginal descent. The ministry provides pastoral care to Aboriginal people. Having established in 1974 the ministry has always had a strong connection to the community and helping the Church and Aboriginal peoples connect with one another.

Check out our Website, flyer or facebook to find out a bit more about what we do. Below is some information about the potential volunteer roles we have available. If something there doesn't take your fancy and you have other ideas let us know and we can see what we can organise! You Can volunteer for a few hours a week/fortnight up to two days a week. Whatever suits you.

### Pastoral Care/Visitations Volunteers

The Aboriginal Catholic Ministry Team visits many patients in public hospitals, hostels, aged care facilities and in their homes offering pastoral support. Volunteers would work alongside an ACM Pastoral Care Worker to support the emotional, spiritual and pastoral needs of the Aboriginal people whom they visit. Those with a background in pastoral care and chaplaincy are encouraged to apply but training and support would be provided to people wishing to engage in this area but whom do not have a lot of experience.



## Event Volunteers

Being involved within community means that the Ministry joins in many different community events as well runs its own events. Join the ACM team to help run ACM events which will give all volunteers the opportunity to see what goes into running

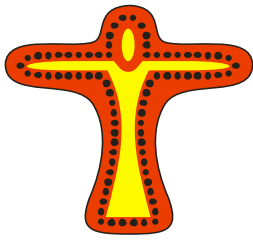


events. Volunteers will be given the experience of running an event and its activities such as; overseeing the activities at the event, event set and event pack up. Event volunteers will need to provide the Aboriginal Catholic Ministry with a valid Working with Children Check, or the receipt of application for one. Volunteer staff will help run events such as the ACM NAIDOC week celebrations, participating in festivals such as the Djilba Festival, and other small to large scale events. The

experience of helping to run events such as these will allow volunteers to develop in the areas of initiative and organisational skills, and will prove beneficial with future employment opportunities.

### Tasks:

- The organisation of the logistics of the event will be given to a permanent staff member.
- The events running will be led by a volunteer leader, those who are selected as a volunteer leader will be required to do the following;
  - Volunteer task scheduling; making sure that on the day all the volunteers are aware of their role and what they need to be doing.
  - Volunteer break scheduling; Overlooking and organising staff breaks.
  - Communicating with others such as the event's main organiser (eg. communicating to Vicky Burrows, Centre Management, Campus Services etc.).
  - Overlooking the behaviour of other volunteers making sure they are upholding an appropriate manner.
  - Overlooking the overall running of the event, making sure the event is running on time and that if any issues which may arise can be dealt with in an appropriate way.



# Aboriginal Catholic Ministry

5 Baker Avenue, Perth WA 6000, Australia

Mail: PO Box 8111, Perth WA 6849

Tel: (08) 9328 7529 Fax: (08) 9227 0732

Email: [acm@perthcatholic.org.au](mailto:acm@perthcatholic.org.au)

- Running Children's activities such as arts and crafts.
- Setting up the event making sure everything is in the right place.
- Setting up visual aids (such as banners, videos, pictures etc.).
- Organising food and beverage services
- Making sure activities run on time
- Demonstrate how the activity will be run
- Communicate and engage with the community
- And helping to set up and pack away the event and its materials

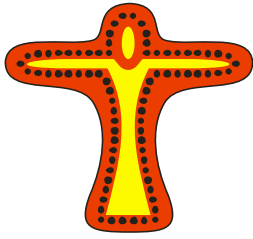


## Administration Volunteers

Those who wish to volunteer within an office role will be required to come into the ACM office at least once a week if available. Volunteering within this position holds many roles and responsibilities which will allow the volunteer to develop and learn office administration skills which will prove beneficial in future employment. Office administration volunteers will have the opportunity to see what goes into the daily running of an organisation while developing their own professional identity. Tasks include answering the phone and taking messages, paperwork, documenting and archiving, event management and other tasks which aim to contribute to the person's own professional skill set.

### Tasks:

- Answering office telephone
- Writing emails
- General office paper work
- Posting letters
- Help to develop communications such as newsletters for the Ministry
- Oversee staff schedules
- Event logistics management (organising and managing event set up)
- Documenting and archiving documents
- Purchasing equipment for the daily running of the ACM as well as purchasing goods and services for events



# Aboriginal Catholic Ministry

5 Baker Avenue, Perth WA 6000, Australia

Mail: PO Box 8111, Perth WA 6849

Tel: (08) 9328 7529 Fax: (08) 9227 0732

Email: [acm@perthcatholic.org.au](mailto:acm@perthcatholic.org.au)

## **Maintenance Volunteers**

The Aboriginal Catholic Ministry is looking for someone to come to the office once a fortnight or when applicable to complete maintenance work for the ministry. Those who volunteer will offer the ACM staff the help needed to keep the ACM office looking its best. Tasks to be undertaken include mowing the lawn, trimming the plants, weeding, planting and cleaning the office inside. Volunteering within this role will enable volunteers to give the ACM team the much needed help in order to keep the ACM team's office looking nice.

### Tasks:

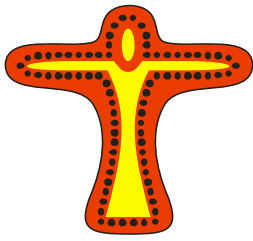
- Mow the lawn
- Whipper snipper the lawn
- General gardening (de-weeding, planting, etc.)
- Cleaning (Vacuuming, dusting etc.)

## **ACM History/Archiving/Records Management Volunteer**

The Aboriginal Catholic Ministry is seeking a volunteer to help organise the records of the Ministry from over the last 40 years. We need someone who is interested in history and can work through the ACM archives and put it together in an orderly way. This project will enable us to begin a History/Community Story Project for the Ministry.

### Tasks

- Organising the ACM Archiving
- Developing a bank of stories about the ACM Ministry.



## Women's and Men's group Leader

Volunteering as a women's or men's group leader will offer volunteers the experience



they need to develop their leadership skills. These meetings are expected to run monthly during a time which suits the greater number of people who want to attend. The group will discuss relevant issues which will give volunteers the experience of running a focus group like activity. This management of a small or medium size group will mean that volunteers will utilise their capabilities in keeping the group on track and making sure everyone feels included within the

group.

### Tasks:

- Managing and leading a focus group like activity
- Organising and overseeing activities
- Making sure everyone is contributing to the team
- Organising the provision of food and drink
- Organising where the Women and Men's group will be held and making sure the venue has the appropriate facilities such as bathrooms/ wheelchair accessible
- Making sure the group's discussion runs on time
- Keeping the discussion respectful
- And keeping the space safe

### Volunteer Application Process

- I. Fill out application form or call ACM director for a chat
- II. ACM contacts you for an informal interview
- III. If successful, you will have an induction meeting and fill out relevant forms
- IV. Begin volunteering