



VOLUNTEERS NEEDED!

WE ARE LOOKING FOR VOLUNTEERS...

Whether you are home for holidays, currently out of work, looking for new opportunities, or looking to gain some customer service experience, we would love to hear from anyone who is interested in volunteering.

We are looking for individuals who can come and lend a hand in our centre and help with tasks including helping customers, operating the tills, cleaning and light admin duties!

There are many benefits to volunteering including:

- Making new friends
- Learning new skills
- Gaining valuable job skills that are perfect for the workplace
- Increasing self confidence
- Making a difference to your local community

Our Visitor Information Centre team is made up of both staff and volunteers who make volunteering in our community a fun and enjoyable experience, and they will be on hand to help you at all times.

If you would like to become a volunteer with us then please pop into our Centre in Lions Park Lightning Ridge, give us a call on 02 6829 1670 or email Irvic@walgett.nsw.gov.au

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POSITION DESCRIPTION

To be ambassadors for the region, welcoming visitors to the information centre and providing them with accurate information on Walgett Shire & surrounding region, as well as providing assistance with the day to day operations of the centre and enhancing the visitor experience of the region.

KEY DUTIES

- Welcome visitors
- Answer telephone enquiries
- Ensure that knowledge and information is accurate and current
- Stock and monitor pamphlets and information
- Accurately record and collate visitation statistics
- Respond to requests for information
- Assist staff with mailouts and recording outgoing mail
- Attend regular volunteer familiarisation programs
- Attend volunteer training programs as required
- Carry out opening and closing procedures as required
- Follow Walgett Shire Council's policies and procedures

TIME COMMITMENT:

We offer a maximum of 4 Shifts per week up to a total of 15 hours and are specifically looking for someone to volunteer on Sundays.

Morning: 9.00 am to 1.00 pm or Afternoon: 1.00 pm to 5.00 pm

Small honorarium available for expenses incurred such as travel etc.

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