



Volunteering Roles

The following is a brief description of the main Volunteering roles available at MMRC

1. YOUTH WORK AND HOMEWORK HUT

A volunteer interested in working with children and young people may be required to fulfil the following responsibilities (alongside MMRC staff):

- Provide supervision and support at youth events (including the school holiday program, excursions, sporting activities, workshops, information sessions etc.)
- Provide supervision and act as a referee during sporting activities
- Provide supervision and facilitate one-off arts and crafts workshops
- Support youth who are having difficulties with their homework at our after-school Homework Hut programs

2. WOMENS SUPPORT GROUPS

A volunteer interested in supporting women will provide assistance to the Case Coordinators to:

- Set up and pack down at the venues for women at the monthly women's support group at Hainsworth Community Centre in Girrawheen and the quarterly women's support group in Butler
- Work alongside the women to assist in the various activities which will range from sewing, hand-crafts and other activities
- Obtain supplies and food for the various activities

3. CLIENT ASSISTANCE

Volunteers interested in providing support to clients can be involved in the following activities (in conjunction with the relevant MMRC Case Coordinator):

- Assisting clients to complete forms (hard copy and online)
- Teaching clients to access online information and basic computer instruction
- Accessing the free online DSS document translation service and uploading documents for translation on the DSS website
- Providing support to Case Coordinators during client intake and assessments
- Taking clients from MMRC to Centrelink, JobActive or other essential appointments in the Mirrabooka area
- Providing other support to clients as directed by the Case Coordinator

4. ADMINISTRATION AND RECEPTION

A volunteer interested in providing administration and reception support will be involved in:

- Providing support to MMRC staff in a range of clerical, basic finance, filing, scanning and other administration activities across various MMRC programs
- Undertaking front desk telephone and over the counter reception on a rostered basis
- Providing support to Administration staff in bilingual and volunteer activities
- Provide other administration support as required