

rebuilding lives

huttST
CENTRE



Volunteer Roles at Hutt St Centre

Meals Centre

Serving dine in hot meals weekdays and takeaway lunches on weekends.

Breakfast 7am-8:30am Mon-Fri and 7-9am Sat. Lunch 11:30am-1pm Mon-Fri

Open Public Holidays 7am-9am

Volunteer Role: Serving Food (Cooked by staff), clearing tables, washing, driving (food pickups) and donation sorting.

Day Centre

Offers essential services such as shower facilities and access to services such as nurses, counsellors and lawyers. Includes supporting intake with social workers.

Mon-Fri 7am-1pm and Sat 7am-9am.

Open Public Holidays 7am-9am

Volunteer Role: Assisting people by providing Toiletries, Cleaning Tea & Coffee area, Computer Support, Referring to services, general resource support.

Op Shop

Retail Clothes Shop

Mon-Fri 10:30am-12:45pm and Wednesdays 9am-10:30am

Volunteer Role: Sorting, displaying and merchandising clothing and accessories.

Programs (Aspire, ACL & EAGHS)

Assisting with recreational activities, education and home visits

9am-4pm Mon- Fri

Group activities such as gardening, art classes, drama, and music.

Volunteer Role: Data Entry and phone surveys. Administrative support. Activities- walking group and well-being workshops. Assisting clients with daily tasks and transport (in pairs).

Events

Fundraising, Community, Christmas etc.

Times and days may vary. Weekends may be involved.

Volunteer Role: Donation sorting, sausage sizzles, outside events, etc.

Administration - Reception

Mon- Fri 9am-1pm & 12:30pm-4:30pm.

Volunteer Role: Answering phones, concierge, sorting mail and post, referrals and basic administration duties. Computer skills a must!

Data Entry

Weekdays 10am-2pm

Fundraising Team and Volunteering

Volunteer Role: Data Entry and spreadsheets. Some phone calls required. Computer skills a must!

Donation sorting

Weekdays 10am-2pm

Volunteer Role: Manual handling required. Sorting donations including linen, bric-a-brac, clothing, toiletries, and foods. Assisting with recycling, transporting of goods around the centre. Physically fit a must!