

# Community Skillsbank newsletter



Community Skillsbank

April 2010



The Centre receives financial support from the  
Australian Government  
Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)

## What is COMMUNITY SKILLSBANK?

Community Skillsbank (CSB) is a centralised Volunteer Referral Centre which (through an innovative easy-to-use database of information) matches volunteer skills and interests to available volunteer opportunities across North East Victoria.

We have a range of interesting and diverse roles suitable for all ages and abilities. The Community Skillsbank team can assist you with training and pathways to future opportunities. Tell us what you are interested in and we can connect you.

You too can assist us. If you have an idea for volunteer activities and opportunities, please contact us by phone or through the Feedback mechanism on our website

[www.nevictoria.skillsbank.com.au](http://www.nevictoria.skillsbank.com.au)

### How to Register

Volunteers and organisations can initiate a registration with Community Skillsbank by:



[www.nevictoria.skillsbank.com.au](http://www.nevictoria.skillsbank.com.au)



Email or post registration  
(form available from website or CSB)



Phone CSB to organise a 'person to person' or telephone interview

### Contact Us

#### Judy Jeffrey

Community Projects Manager  
03 5762 4311

#### Cherie Gottschling

Volunteer Management  
Program  
03 5723 1376

#### Address

The Centre  
Community Skillsbank  
Greta Road  
Wangaratta Vic 3677

#### Phone

03 5723 1376  
03 5723 1388

#### Fax

03 5723 1380

#### Website

[www.nevictoria.skillsbank.com.au](http://www.nevictoria.skillsbank.com.au)

or

[www.thecentre.vic.edu.au](http://www.thecentre.vic.edu.au)

#### Email

[csb@thecentre.vic.edu.au](mailto:csb@thecentre.vic.edu.au)



The concept and design for promotional items for National Volunteers week 2010 (featured page 1 and below) was created by Daniel Gretton, a designer based in Melbourne. Daniel's work is provided at no charge and we are very thankful for his commitment to supporting National Volunteer Week. You can find out more about Daniel at [www.danielsomebody.com.au](http://www.danielsomebody.com.au)

If you would like to order promotional material please see page 4.





# National Volunteer Week®

10-16 May 2010

## Ordering National Volunteers Week Promotional Items

To help your organisation celebrate National Volunteers Week 2010, Volunteering Australia with the support of our sponsors National Australia Bank, The GPT Group and FaHCSIA, will provide some free promotional material for not-for-profit organisations. Ordering for NVW promotional items got off to a flying start on Tuesday 19 January and within 24 hours all the lapel pins were gone. Ordering will be available while stocks last.

### Promotional material available

- **A3 Posters**
- **Postcards**

### How do I order my NVW material?

Order your **Free** promotional items on the Volunteering Australia Website [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org) and use their Shopping cart.

## National Volunteers Week Fast Facts

- National Volunteer Week was first held in 1989
- National Volunteer Week 2010 will be held from the 10-16 May 2009
- The 2010 theme is Volunteering: Now, more than ever
- 5.4 million adults (34% of the population) do voluntary work each year\*
- Volunteering continues to grow – in 1995 24% of the population volunteered, in 2000 32% and 2006 35%\*
- Volunteers contribute more than 700 million hours annually\*
- Strongest representative age group is 35-44 year olds\*
- 50% of volunteers do so because they believe they are helping others\*
- Volunteer rate is higher outside of capital cities (32% to 38%)\*
- 36% of women volunteer whilst 32% of men volunteer\*

\*Australian Bureau of Statistics, *Voluntary Work, Australia* survey 2006, Cat. No. 4441.0.

## Volunteering Australia updates



### **'Volunteering: Now, more than ever'**

National Volunteer Week runs from 10-16 May 2010 and is a great opportunity to recognise your volunteers. Volunteer recognition does not need to be a large cost to your business. Here are some simple ideas you may like to consider:

- Run an open day - your volunteers will get to share what they do with their families, friends and the community
- Certificates of appreciation - you may choose to recognise volunteers who have a long length of service or a group of volunteers who support your organisation. If you are not sure how to design a template you can visit the volunteering Australia website and download a free certificate template
- A personal note to offer thanks
- Take a coffee break together
- If you do not celebrate your volunteers during National Volunteers week but have a function at a later time to recognise their contribution why not send them a small gift (ie. a chocolate bar) and an invitation to your recognition event later in the year
- Write a press release - you could feature a volunteer with an interesting story or invite the media to you recognition event
- Hold a BBQ, morning tea, volunteer breakfast or special thank you function

Showing your appreciation is easy by offering a regular and sincere 'thank you', take the time to let your volunteers know they have done a great job.

## Volunteer Profile

# Bob Cairns



Bob has volunteered all of his adult life. He has been having been a member of Wangaratta Rotary and was involved with primary and secondary schools when his children were students. He also is involved with St Patricks church and is a life member of Apex.

In 2009 Bob decided to seek out some new opportunities and registered with Community Skillsbank as a way to find new areas to volunteer. Through his registration with Community Skillsbank, Bob has linked into new opportunities that meet his interests and time commitments. "I volunteer for Red Cross as a Patient Transport driver, as well as Anglicare where I have helped with delivery of Christmas hampers."

"I have driven a bus in support of volunteer activities and plan to drive a bus again for The Centre during January 2010" advised Bob. "Community Skillsbank and its staff have been very helpful in finding volunteer opportunities for me, offering a variety of leads in the area which interested me. "

"Volunteering is a personal thing. For me it gives a feeling of involvement and satisfaction. I like interaction with people and I like to help people when there is a need. Just hearing a thank you from the person you have helped is enough, but if this doesn't happen it doesn't change the dynamics – you have still helped them and that is what it is all about. At present I am fitting my volunteer activities around part time work but when I have totally retired I will continue to volunteer in whatever capacity I can as I believe volunteering helps to

## Corporate Volunteering



McDonalds is a well recognised franchise in Australia and the world through its leadership in the hospitality industry. What is little known about McDonald's is the strong commitment to give back to communities which flows right down to our local McDonalds stores.

We caught up with Kym Bourke who is the community relations representative and McCafe Supervisor in the Yarrowonga, Wangaratta, Corowa and Cobram stores. Kym explained that McDonalds nationally believe it is important for us to support communities and we carry this strong belief into our local region. Our Licensee is passionate in his belief of community connection and supported the development of my role as community relations representative in order to focus on this area. In November of each year the Yarrowonga, Wangaratta, Cobram and Corowa teams pull together for McHappy day where money from every Big Mac sold is donated to Ronald McDonald House. The focus of Ronald McDonald House Charities (RMHC) is to improve the health and well being of seriously ill children. McDonalds carry this out by creating, finding, operating and supporting programs that help seriously ill children and their families while they receive medical treatment, and assist recovering children return to normal life.



Ronald McDonald Houses are attached to major women or children's hospitals and provide a 'home-away-from-home' for seriously ill children and their families. McHappy day involves community volunteers and emergency service staff getting behind the counter to help raise money and gives staff the opportunity to invite their own families into the store to see what happens behind the scenes. Management take their support one step further by attending the Gala ball each year. More than \$420,000 was raised on the night in 2009 with 100% of this going towards RMHC programs in Victoria.



So how do McDonalds support our communities?

- Each of the stores have a large cordial cooler which is offered free to borrow in support of local community groups
- A major sport focus in our local communities is supported through the donation of healthy choice meal awards for awards and encouragement of participants in their sporting clubs
- The same meal awards are supplied to schools in our community to encourage our youth to achieve in their studies
- Throughout the year McDonalds donate their merchandise and meal vouchers in support of fundraisers fetes and fundraisers in the community
- McDonalds also on occasion respond to personal tragedy and challenges that individual residence experience in their community
- McDonalds sponsor local groups. In 2009 they sponsored local kids from a special school to attend and compete in a basketball competition. They sponsor a local bike group, cars at the speedway and the local stores are a major sponsor of a car in the Variety club bash which raises money and is dedicated to inspiring hope and improving the lives of children
- Staff and management donate their time to volunteer in clean up Australia each year
- Emergency services is another area our local stores are very committed to supporting. Each September they hold the drive thru challenge where \$1 from every car through the driver through in the designated hour is donated to our local police. McDonalds offer discounts for emergency service members and respond to community and volunteer need in times of emergency



## Volunteer Opportunities

To check out the variety of local volunteer opportunities log onto the Community Skillsbank website [www.nevictoria.skillsbank.com.au](http://www.nevictoria.skillsbank.com.au)

### Mentoring Opportunities

Mentoring is where one individual provides support, encouragement and information to another, based on their knowledge, life and experience relative to the mentoring theme. Mentoring often provides a two-way learning experience for both mentor and mentee, which can encourage deep satisfaction and numerous benefits in many areas.

We have great opportunities to engage in our local community through some fantastic mentoring programs in our region, here is a snapshot for you to consider:

#### **Benalla Region**

Mentoring young men 16-25 years of age. Mentors are required to be involved in a range of activities designed to develop a strong rapport between mentor and mentee with the aim of a continuing relationship. Activities are carried out on monthly basis for approximately a 6 month period. Activities will include outdoor and adventure activities as preferred by young men in the target group. Mentors will be matched preferably on a one to one basis. Working with Children's check will be required.

#### **Greater Shepparton and Strathbogie region**

Volunteer mentors are needed to assist young people who have a disability, to explore options for employment, education and community participation. Mentors meet with their young person for 8 one hour sessions. There is also a group activity part way through the program, and a certificate presentation event is held at the end of the program to celebrate the achievements of young people and their mentors. Training and a mentoring manual is provided, and activities are guided by the interests of the young person. Mentors are supported by a Project Officer.

#### **Wangaratta Region**

Volunteers provides mentoring services to young people (7-17 years) in need of additional adult support. Volunteer mentors spend regular face-to-face time with young people for a minimum of 12 months, but often much longer. Working with Children's check will be required.

#### **East Ovens and Murray Region (Alpine & Towong)**

Volunteer Mentors encourage a young person's success in school and life. Volunteers support a young person through an on-going, one-on-one relationship, serving as a positive role model and encouraging the young person to build self esteem and motivation.

### **Community Skillsbank Internal Volunteer Program**

#### **Volunteers positions available**

#### ***Simple data entry and telephone liaison***

Community Skillsbank, is a volunteer referral service running out of The Centre. The team at Community Skillsbank will train and mentor you to develop your skills, and then (if so desired) assist you in developing skills in role matching and system administration.

Community Skillsbank offers you a friendly, supportive team environment, flexible days and times.

Please contact Cherie Gottschling on (03) 5723 1376 if you are interested in joining our team.

**For information on any of these roles please contact the Community Skillsbank team**

**[csb@thecentre.vic.edu.au](mailto:csb@thecentre.vic.edu.au) or 03 5723 1376**

## Training Opportunities

### Working with Children Check

The Working with Children (WWC) Check is an initiative of the Victorian Government and is administered by the Department of Justice. The WWC Check helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, serious violence or serious drug offences and the persons history with specific professional disciplinary bodies for certain findings. The introduction of the WWC Check creates a mandatory minimum checking standard across Victoria for adults to engage in child-related work as defined in the *Working with Children Act 2005*.

#### Regional Information Sessions

The regional information session details are as follows:

<b>Regional Information Sessions</b>			
<b>Date</b>	<b>Location</b>	<b>Venue</b>	<b>Time</b>
Thursday March 25	<b>Echuca</b>	Shire of Campaspe, Function Room Corner Hare & Heygarth Streets, Echuca 3564	<b><u>2.00pm</u></b> <b><u>7.00pm</u></b>
Tuesday April 27	<b>Seymour</b>	Mitchell Shire Council Goulburn Room 28 High Street, Seymour 3660	<b><u>2.00pm</u></b> <b><u>7.00pm</u></b>
Wednesday April 28	<b>Shepparton</b>	Greater Shepparton City Council 90 Welsford Street, Shepparton 3630	<b><u>2.00pm</u></b> <b><u>7.00pm</u></b>
Thursday April 29	<b>Benalla</b>	Benalla Bowls Club 25 Arundle Street, Benalla 3671	<b><u>2.00pm</u></b> <b><u>7.00pm</u></b>
Tuesday May 4	<b>Bright</b>	Bright Bowls Club Rooms Churchill Avenue, Bright 3741	<b><u>2.00pm</u></b> <b><u>7.00pm</u></b>
Wednesday May 5	<b>Wangaratta</b>	Wangaratta Government Centre Corner Ford and Ovens Street, Wangaratta 3676 HP Bar Reserve Shilling Drive, Wangaratta 3676	<b><u>2:00pm</u></b> <b><u>7.00pm</u></b>
Thursday May 6	<b>Wodonga</b>	City of Wodonga Level 2 Council Chamber 104 Hovell Street, Wodonga 3689	<b><u>2.00pm</u></b> <b><u>7.00pm</u></b>

To reserve a seat please visit

<https://submit.justice.vic.gov.au/CA25691800094F30/WWCCBookings?OpenForm>

## Training Opportunities

### **A New Diploma of Management Upskilling Program for Community Organisations ...**

#### **Dealing with real world principles, tools & techniques**

**Skills for Victoria** has recently funded BSI Learning to provide this exciting new Diploma program and are now delivering this specifically for community groups, organisations and associations.

Even more exciting is that this funding means that many people over 20 years old can now be supported to upskill to the Diploma of Management for only a small enrolment fee.

**This is a fantastic opportunity for many community organisations and non profits.**

Faced with tight resources and even tighter budgets, many organisations who want and need to upgrade their peoples skills struggle to find:

- Adequate resources and time to complete study
- A suitable business or management program that addresses the needs and motivations of community-based organisations
- A suitable training partner

Now we can provide some solutions.

BSI learning have demonstrated capability, capacity and commitment to providing leading training and development programs for community organisations in Australia.

Over the past three years, together with leading community based organisations, BSI learning have developed and successfully delivered the Certificate IV in Business (Governance) in all States and Territories. This program was developed to address the needs of community organisations, non-profits and those who work within the community sector such as local governments.

The program is now regarded as the benchmark governance qualification for the community sector, with over 1,400 people having enrolled to date. With this program BSI learning have built and delivered an immensely successful, beneficial and high leverage governance program for community organisations at many different levels and locations.

#### **So how does this Upskilling to Diploma work?**

If you are interested in the program you simply need to BSI learning on the number below to express your interest. They will email you some information to get you started, and check your eligibility for funding. The program combines four days of workshops with online delivery and assessment, plus some individual and group project work, and is completed over six months.

The Diploma will incorporate key elements and principles of our Certificate IV in Governance program for community organisations, so you know you are working with facilitators who understand the industry.

#### **Next Steps**

Please call Imelda on 02 9215 0196 or email [Imelda.natoli@bsilearning.com.au](mailto:Imelda.natoli@bsilearning.com.au) for more information on dates, locations, eligibility criteria and other information you need to start your Diploma of Management journey.

## Training Opportunities

### Pathways – Introduction to Volunteering

#### Learn about

- Your rights as a volunteer
- Your responsibilities as a volunteer
- Occupational Health and Safety
- Police checks and Working With Children checks
- Insurance for volunteers
- How to find the right volunteering role for you

#### Location

The Centre  
Greta Road (High School Campus)  
Wangaratta

#### Sessions dates (choose one)

Tuesday, 20th April, 2010 from 10.30am to 12.00 noon  
Thursday, 22nd April 2010, 1.30pm to 3.00pm

#### Cost

No charge for Community Skillsbank registered volunteers or organisations  
\$10.00 per person for non Community Skillsbank members

Not registered with Community Skillsbank?

Sign up today at [www.nevictoria.skillsbank.com.au](http://www.nevictoria.skillsbank.com.au)

#### Bookings are essential

#### Contact

Cherie Gottschling

P: 03 5723 1376 F: 03 5723 1380

Email: [csb@thecentre.vic.edu.au](mailto:csb@thecentre.vic.edu.au)

**If times/dates for this workshop are not convenient, please contact us to discuss**



## Grant Information

### Volunteer Grants 2010

**If you would like to apply for the Volunteer Grant you will need to be quick as applications close at 2pm AEST on Friday, 16th April 2010.**

### **What is Volunteer Grants 2010?**

Volunteer Grants 2010 recognises the valuable work of Australia's volunteers and is part of the Government's ongoing commitment to supporting volunteers, assisting disadvantaged communities and encouraging social inclusion to assist vulnerable people within our society. Funding of \$21 million is available to eligible non-profit community organisations to assist their volunteers and encourage volunteering.

Volunteer Grants 2010 provides funding between \$1,000 and \$5,000 to help non-profit organisations to:

- Contribute towards the costs of training courses for volunteers and/or
- undertaking background screening checks for volunteers; and/or
- Purchase portable, tangible, small equipment items to help volunteers; and/or
- Contribute towards fuel reimbursement for their volunteers, including those who use their cars to transport others to activities, deliver food and assist people in need.

### **On-line (electronic) Applications**

Volunteer Grants 2010 Application Forms are available from the Department of Families, Housing, Community Services and Indigenous Affairs' (FaHCSIA) website at [www.fahcsia.gov.au](http://www.fahcsia.gov.au) and can be accessed, completed and submitted directly online via the website. Alternatively, applications can be downloaded, saved, completed and submitted by email to Volunteer Grants 2010 at [vg2010applications@fahcsia.gov.au](mailto:vg2010applications@fahcsia.gov.au).

### **Paper-based Applications**

Requests for paper-based Volunteer Grants 2010 Application Forms and Application Guidelines can be made to the toll-free Volunteer Grants hotline on 1800 183 374. A typeable PDF or Word version of the paper application form is also available upon request. Paper application forms can be submitted by post and mailed to:

Volunteer Grants 2010  
Department of Families, Housing, Community Services and Indigenous Affairs  
Locked Bag 5001  
TUGGERANONG BC ACT 2901

### **RACV community foundation**

RACV is committed to serving the community. That's why we created the RACV Community Foundation – to deliver vital funds to not-for-profit community groups.

Grants of up to \$10,000 help grassroots organisations – often staffed by volunteers – deliver local projects that help improve the lives of people in need throughout Victoria.

Since 1997, the RACV Community Foundation has approved grants worth more than \$1.6 million to over 320 Victorian charities. Across the state Foundation grant recipients improve mobility and safety for disadvantaged or disabled people; boost the capacity of our vital emergency service providers, and work to ensure environmental sustainability for our future.

### **Apply for a grant**

You must have been endorsed as "Deductible Gift Recipient" (DGR) status to apply for this grant. Grant Guidelines for 2010/11 are available below; the **next closing date for Grant Applications is Friday 9 July 2010.**

# Centre Active Recreation Network

## 2010 AIM Swimming Carnival



On Wednesday 17 March over 130 competitors grabbed their bathing suits to compete in the 7th annual AIM Swimming Carnival at the Wodonga Sports and Leisure Centre. CARN Croc kicked off the day with welcome photos and then encouraged everyone to join in the CROC dance to inspire a collective excitement prior to the competition.

With different grades of competition allocated for participants, everyone had a chance at a medal. Competition was fierce, with endless fun and social interaction enjoyed by everyone throughout the day!

The event culminated with a BBQ kindly supplied by Beazley Meats and deliciously prepared by the Rotary Club of Wodonga.

Wodonga Mayor, Mark Byatt presented both the individual medals and the 2010 perpetual trophy which was awarded to Willans Hill School from Wagga Wagga, the overall winner for the day. Congratulations guys! We look forward to seeing everyone again next year. Until then — happy swimming!!



The Aim Swim Carnival is an annual event, if you would like to volunteer for this event in 2011 please contact Community Skillsbank on (03) 5723 1376



### Contact CARN ...

**Address** CARN at The Centre  
Greta Road  
(High School campus)  
Wangaratta Vic 3677

**Email** [carn@thecentre.vic.edu.au](mailto:carn@thecentre.vic.edu.au)

**Website** [www.sportslink.org.au/carn](http://www.sportslink.org.au/carn)

**Phone** 03 5723 1371

**Fax** 03 5723 1380

# Community Skillsbank newsletter

Look out for our next edition in  
**July 2010**

Now it's YOUR turn!

Contributions to this newsletter are encouraged.

**Why not make your contribution as a picture or  
some artwork for the front page of the next edition?**

We would also welcome your feedback.

Relevant articles and photos can be forwarded to  
the Community Skillsbank team at

[csb@thecentre.vic.edu.au](mailto:csb@thecentre.vic.edu.au)

For information about Community Skillsbank or to register,  
visit our website at

[www.nevictoria.skillsbank.com.au](http://www.nevictoria.skillsbank.com.au)