**Nexus Care Volunteer Opportunities**

**Expression of interest**

Would you like to help Nexus Care engage our community to alleviate poverty and distress for those experiencing hardship in Brisbane?

Nexus Care is currently looking for Volunteers who are able to show great hospitality, maintain the quality of our services, and as they do uphold the dignity of those we support in our local community.

Working within a fun and dynamic team you will get to develop and implement strategies that enhance Nexus Care’s communication and engagement with our community.

We are passionate about seeing people journey towards wholeness and finding a “Fresh Start” in life.

If you are interested in finding out more or joining our team please contact Nexus Care on 33537230 or email info@nexuscare.com.au.

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| Position | Volunteer’s Time | Day of week |
| Reception | 2 hours + | Mon, Tues, Thurs |
| Admin | 2 hours + | Mon, Tues, Thurs |
| Driver | 2 hours + | Mon, Tues, Thurs |
| Food Bank Driver | 3 hours + | Mon, Tues |
| Food Parcel Preparers | 3 hours + | Mon, Tues, Thurs |
| Cooking Class Facilitators | 3 hours + | Tues |
| Community Connectors | 2 hours + | Mon |
| Hospitality Team | 2 hours + | Varied |
| COACH | 2 hours + | Varied |
| Breakfast Club | 2 hour + | Mon, Tues, Wed, Thurs |

Short Role Description:

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| **Reception:**   * Answer the phones * Client point of contact * Data entering * Make ER bookings * Give information as required by clients |
| **Admin:**   * Data capturing * Photostatting (i.e. photocopying, scanning etc.) * Making client phone calls |
| **Driver:**   * Participant pickups and drop offs for various programs (i.e. Cooking Classes, Morning Tea etc.) |
| **Foodbank Driver:**   * Product pickups * Follow Foodbank procedures * Packing and unpacking products |
| **Food Parcel Preparers:**   * Packing food parcels * Sorting, packing and storing all products as they arrive * Participant interaction * Product rotation * Cleaning |
| **Cooking Class Facilitators:**   * Participant interaction * In onsite kitchen, guide participants through preparing and cooking a meal based on a   recipe   * Coordinate the pack down and clean up |
| **Community Connectors:**   * Set up for events such as Community Morning Teas * Meet, greet and host attendees * Assist with the pack down and clean up |
| **Hospitality Team**   * Food prep * Catering * Hosting |
| **COACH**   * Be a friend with a purpose to families and/or young people in our community * Low key, regular connections with your family or young person within the framework of the COACH program * All training provided |
| **Breakfast Club**   * Food collection and preparation (toast, fruit, milo etc.) * Meet, greet and connect with students, staff and parents * Assist with the clean up and drop off back to the church * Generally 7:30/7:45am-9am * Locations include Everton Park State School, Somerset State School, Stafford Heights State School and Lawnton State School. |