

CAN YOU LEND A HAND TO HELP MAKE THIS CHRISTMAS SPECIAL?



Parramatta
Mission



uniting
church
in Australia,
Synod of NSW & ACT



Christmas Day Lunch – We need your help!

The recent Homeless Persons Street Count found that there are almost 400 people a night who do not have a place of their own to sleep as well as many more in transitional or temporary housing who are barely making ends meet. As the provider of Lifeline Western Sydney, we know that the busiest time of year for calls to our helpline are Christmas Day and Boxing Day and therefore the importance of community and connection is essential.

We understand Christmas is a time for families to connect and spend time together, which is exactly why we are holding a Christmas Day Lunch at Parramatta Mission. For some, Christmas is a very emotional time where people may feel isolated and alone. We at Parramatta Mission want to offer our community a place to come to on Christmas Day and enjoy lunch in a friendly environment.

We recognise how valuable Volunteers are and know that for this day to be a success, we are needing numerous volunteers to help on Christmas Day.

If you are interested in volunteering, please contact Bianca before Friday the 23rd of November on 02 9891 2277

or email bianca.ferrari@parramattamission.org.au and advise which shifts you are interested in.

*The required time and duties listed below may change slightly.

Christmas Day Session One = Require approx. 20 Volunteers

8am – 10.30 am:

- Assist with Food Preparation for Christmas Day Lunch
- Set up of all areas for Lunch Service

Christmas Day Session Two = Require approx. 50 Volunteers

10.30am – 3pm:

- Assist with serving of food for Christmas Day Lunch
- Re-stocking food and drinks
- Engaging with Guests
- Cleaning – wiping tables, clearing and cleaning plates and cutlery
- Assist with packing away
- Shut down and cleaning of all equipment
- Assist in cleaning duties including but not limited to: floors swept and mopped, kitchen, hall.

Please note, expressions of interest are currently being taken, however this does not guarantee a spot to volunteer on the day. We will advise whether you have secured a spot or not.

Details:

- All volunteers must be over the age of 18 years.
- No client who receives services from any Parramatta Mission program will be appointed as a volunteer. This is to ensure the client's health, wellbeing and recovery will not be compromised by their involvement in any volunteer activity.
- A compulsory induction will take place sometime during the week prior to Christmas – the exact date and time will be provided once application is successful. This will be held at Parramatta Mission, 119 Macquarie St Parramatta.
- All volunteers will need to have a valid Working with Children check and a Police Check completed.

Application Process:

- To apply, please complete attached application form and email back
- Once your application is reviewed, successful applications will be called for an over-the phone interview.
- Volunteer opportunity will be offered to applicant
- On acceptance of offer all standard of code of conduct, WH &S, Ethics & Behaviour guide, volunteer rights & responsibilities and non-disclosure & confidentiality agreement paperwork need to be read and agreed upon
- Working with Children Check (Free of charge for Volunteers) will be conducted prior to commencement of any volunteering.

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

When lodging a Working with Children Check Application online please:

- Make sure that you provide the exact same details as those on your identity documents.
- Ensure that you select the correct "volunteer" category to waive the usual \$80 fee.
- For the Child Related section please select: Clubs and other bodies providing services to children
- Complete the process by visiting your local NSW Motor Registry, RMS agency, or Service NSW office
- Please email your WWCC clearance letter and date of birth to Parramatta Mission at bianca.ferrari@parramattamission.org.au
- Criminal Record check (At the expense of the volunteer, \$16) will be conducted on the same day as the interview day. We will advise during the phone interview how to apply for the Police Check.