



## Lower Mountains Neighbourhood Centre

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ABN: 23 468 704 495 Registered Charity CFN 14546

# Volunteer Information and Recruitment Kit

## Lower Mountains Neighbourhood Centre Blue Mountains (Blaxland) Volunteer Home Visitors

*Strengthening our community*

*Serving the people of Lapstone to Warrimoo*



**Neighbourhood Centres**  
The heart of our community

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## 1. Introduction and Welcome

Welcome to the Lower Mountains Neighbourhood Centre (LMNC).

Neighbourhood centres are locally-based, locally-run community development and service organisations.

LMNC was founded in 1981. Based in Blaxland, LMNC provides and maintains a diverse range of community services and programs in response to identified needs of all residents in the Lapstone to Warrimoo community. The key role of the Board and staff is to ensure that LMNC is an active contributor to the development of a strong, healthy, safe and resilient self-help community.

The Centre operates in an openly accessible and accountable way, advocates on behalf of vulnerable community members, and promotes the development of self-help initiatives and support networks in order to enhance individual opportunities and to strengthen the community.

**Our vision** is a vibrant, inclusive, connected community that enriches its people, and where no-one is isolated or left behind.

**Our mission** is to provide a quality service to the people of our community through a range of services and programs designed to strengthen our community and promote community connectedness, wellbeing and empowerment.

Volunteering is part of building a caring community. Being a volunteer can be a valuable and enjoyable experience, providing the opportunity to meet other people and help others. We wouldn't be able to provide the services we do without a strong volunteer base. Volunteers are the foundation of what we do, and your work is greatly valued.

We invite you to join us.

## **2. Volunteer Opportunities at LMNC**

Volunteers work in a range of areas to support LMNC's services and community development projects. These include:

- Front Desk – reception, administration, information and referral services (half-day sessions per week, shared by some 8-10 volunteers)
- Drivers – medical transports
- Drivers – shopping buses and other social support bus trips
- Hosts for shopping buses and other social support bus trips
- Volunteer Home Visitors – one-to-one shopping service
- Volunteer Home Visitors – home visiting service for social support
- Volunteer Home Visitors – home library service
- Mentoring – such as supporting children at the Euroka Children's Centre, Blaxland
- Wrap with Love knitting project – volunteers to knit squares for this valuable community project
- Board members (LMNC's governing body)
- No Interest Loans Scheme (NILS®) – Volunteer NILS® Assessment Committee
- Community Liaison Officer

### **3. What happens if you come on board?**

If you are interested in and suitable for any of these positions, and there are vacancies, we will give you a position description which outlines the aims and tasks of the position involved, as part of the induction or orientation process. An Orientation Kit will be provided, which gives you more background on LMNC, its programs and services, principles and responsibilities of volunteering, and information on other matters such as insurance.

We will also ask you to sign a confidentiality agreement, and complete other forms that might be relevant to your position, such as a Criminal Record Check for our Volunteer Home Visitors service, and medical and shopping bus drivers, and car insurance details (if you are interested in being a volunteer driver using your own private vehicle, you will need comprehensive insurance as well as valid registration and a valid Australian driver's licence).

### **4. In closing...**

You can find more information on LMNC through our website at [www.lmnc.org.au](http://www.lmnc.org.au)

If you are keen to follow up your interest in volunteering with LMNC, please complete the application form enclosed with this information kit and return it to:

The Manager  
Lower Mountains Neighbourhood Centre  
33 Hope Street  
Blaxland NSW 2774

The Manager will then contact you to discuss your application and, if appropriate, to arrange a time for an interview.

Thank you for your interest.