



Volunteer – Camcare Brochure Distribution Coordinator

Camcare is a community-based organisation that operates from two sites:

- Ashburton
- Camberwell

Camcare delivers wellbeing and support services principally to individuals and families living in the City of Boroondara. In addition, the Integrated Family Services team provides family support as a partner in the Inner East Integrated Family Services Alliance. Camcare also provides Access to Applied Psychological Services (ATAPS), psychological services through the Better Access to Mental Health care initiative, material aid, information and referral, parent education, advocacy and community engagement. We seek to ensure the provision of high quality services, which will bring about significant improvements in the life and experience of the children, young people and families with whom we work.

Camcare receives funding from local, state and federal governments. We also attract funds through the support of private donations, philanthropic trusts and the community sector.

General Information

Position title:	Camcare Brochure Distribution Coordinator
Organisation:	Camcare Inc.
Reports to:	Information Officer
Working relationships:	Manager Development and Communications
Rate of Pay:	Voluntary Position
Hours of work:	As negotiated – approximate hours as below: Project start up - approx. 15 hours over one month Library displays - 4 hours per display Ongoing management of brochure distribution - 5 hours per quarter Office stock audit - 4 hours per quarter

Background

Camcare has a series of brochures outlining our services. These are displayed at various Boroondara community organisations as well as in our own office to help promote our services. We currently have a list of around 30 organisations, but are seeking to expand this.

The type of community organisations we link with are: Libraries, Community Centres, Neighbourhood Houses, Centrelink, Maternal Health Care Centres, Mental Health Care Centres, Boroondara Council, Boroondara Volunteer Resource Centre etc.

We also promote our services on a regular basis through displays in five Boroondara Libraries. This involves organising signage and content, including 'props' as relevant to the topic (eg Tax Help, Volunteering, Back to School). Displays are for a period of one month.

Position Objectives

1. Lift Camcare's profile in the community by promoting the Agency and its services through ensuring brochures are available within the community.
2. Strengthen the Camcare brand.

Key Responsibilities

1. In consultation with Information Officer and the Management team, establish a database/spreadsheet of organisations that Camcare needs to provide brochures to, including which brochures are required.
2. Establish a team of volunteers to distribute the brochures across the Boroondara area
3. Co-ordinate a team of volunteers to distribute the brochures across the Boroondara area
4. Perform a quarterly check that each business has the required brochures
5. Respond to requests for additional brochures
6. Ensure Camcare brochures are displayed internally at the two Camcare sites (Camberwell and Ashburton) at Reception and meeting rooms as required.
7. Monitor stock control of brochures (minimum quarterly) and advise Manager Communications and Development when minimum stock levels are reached.
8. Prepare content for Boroondara library displays and create the display. Remove content at the end of the display period.

Selection Criteria

- Commitment to Camcare and the work undertaken by the Agency
- Strong planning and organisational skills
- Ability to confidently represent Camcare when communicating with external organisations
- Ability to accept responsibility and follow through with plans
- Ability to work with a wide range of people from different backgrounds
- Effective communication and networking skills
- Capacity to work effectively as part of a team
- Good knowledge of Microsoft Excel or Access
- Some background in marketing and fundraising an advantage
- Must possess a driver's licence

Relevant Personal Characteristics

- Proactive approach to responsibilities
- Creative thinker
- Goal oriented
- Self confident, focused and clear about purpose; able to set appropriate personal boundaries
- Strong interest in people
- Professional and confident in dealing with others

Generic Requirements

All staff are required to participate in a range of continuous improvement and quality assurance processes, as required. This includes the annual appraisal process and monthly on-going supervision.

- To undertake induction to Camcare and the role and other training as required
- To work co-operatively with other staff members, providing support and assistance where necessary and appropriate.

Ethical Requirements

- All Camcare employees are required to adhere to Camcare's Code of Conduct, policies and procedures.
- Philosophy of Camcare's work
 - All staff will work within the philosophical guidelines set out in the Aims and Objectives in the Constitution.

Police Check

- All staff will be asked to undertake a criminal record check and working with children check before commencing duties with the agency.

Signature of the Incumbent:

Date:

Signature of the CEO

Date: