

# Campus Support

*Volunteer position:* **Grounds Maintenance**

*Volunteer description:* Upkeep of grounds and building external, including weeding, cleaning, painting

Timing – Activities to be conducted in normal business hours (M-F, 8.00am – 4.00pm).

Skills – on the job training

*Volunteer position:* **Correctional Services Program Supervisor**

*Volunteer description:* Supervise correctional services clients activities on site to provide ground maintenance and facilities assistance

Timing – Mon, Thurs, Friday (9.00am – 3.00pm)

Skills – excellent communication skills

*Volunteer position:* **Facilities Maintenance**

*Volunteer description:* Assist Property Maintenance Officer in maintaining the facilities, including essential services checks, painting, repairs and minor projects

Timing – Activities to be conducted in normal business hours (M-F, 8.00am – 4.00pm).

Skills – trade / home handy skills required

*Volunteer position:* **Facilities Assistant**

*Volunteer description:* set up / pack up for events and regular activities

Timing – Activities to be conducted in normal business hours (M-F, 9.00am – 5.00pm)

Skills – on the job training

*Volunteer position:* **Reception**

*Volunteer description:* man main reception, answering calls, receiving visitors

Timing – Activities to be conducted in normal business hours 9.00am – 5.00pm. Current days available are Monday, Thursday and Friday.

Skills – Prior reception experience an advantage. On job training

*Volunteer position:* **Catering Service**

*Volunteer description:* food preparation, Front of House operations, event catering

Timing – Mon –Friday 8am – 4.00pm, Sundays 8.00am -1.00pm and 5.30pm – 8.30 pm, event catering as required

Skills – food prep or service an advantage, on the job training provided