



VOLUNTEER TASKS 2021

During 2021 we are looking for volunteers in the following areas:

Playgroup (ECE) , daily 10am to 12.30pm (to support two paid supervisors) <i>Do you enjoy working with babies and pre-schoolers?</i>	Monday Tuesday Wednesday Thursday Friday	Preparing household goods packs for families moving out of De Paul House.	Weekdays
Linen/bedding: sorting and folding (LIGHT-MED WORKLOAD)	Weekdays	Administrative tasks: reception, mail outs, social media & website updates, marketing, office cleaning	Weekdays
Household goods: sorting and packing (LIGHT-HEAVY WORKLOAD)	Tuesday Team/Weekdays	Food bank: sorting, stocking shelves and preparing food boxes	Weekdays
Clothing: sorting and folding (LIGHT-MED WORKLOAD)	Monday Team/Weekdays	Gardening: general gardening & maintenance	Weekdays/ Weekends
Cleaning of units and offices (LIGHT-HEAVY WORKLOAD)	Weekdays	Gardening: vegetable garden	Weekdays/ Weekends
Unit preparation: making up beds, setting up accommodation for families moving into De Paul House properties (LIGHT-HEAVY WORKLOAD)	Weekdays	Grounds: lawn mowing	Weekdays
Floral arrangements	As required	Furniture: sorting and shifting	Weekdays
Fundraising: Garage sale – assist with set up, selling, and pack down	Saturdays (usually 3 sales a year)	Home handyman to assist our Maintenance Coordinator	Weekdays
Fundraising and Promotion: Ticket and Raffle Sales	As required	Tutor: Computer Skills, Conversational English	Weekdays
Hospitality: events and functions i.e. meet & greet	As required	Team Projects (corporates/groups)	Weekdays/ Weekends
Hospitality: Baking for events/functions or freezer	As required/Any day/Task from home	Carwash	Weekdays/ Weekends
Willing hands – to help at busy times on a casual basis	Any day	Sewing: skills in curtain making/alteration	Any day/Task from home