



Overview

We welcome you as a volunteer to our organisation. Our volunteers are important to us and we value your contribution. Volunteers have been the driving force of our organisation since it began in 2009 and have been the foundation of the service we provide. Your time is appreciated, and we encourage all volunteers to discuss any ideas or concerns you have with us. We welcome your input and expertise.

This policy serves as a guide; it contains useful information that will assist you in your role. Should you require further explanation of any information, please feel free to ask any staff member. We hope you will enjoy working with us; we want your experience to be fulfilling and we want you to feel a part of our community.

What we do

We are a registered charity which operates under the name, Sunshine Bendigo Inc.

We collect donations of nursery equipment and recycle cots, prams, bassinets, clothes and other baby essentials, and make sure they meet current safety requirements. We then rehome these items to families in need. We support these families through Maternal and Child Health nurses and welfare agencies.

Sunshine Bendigo was established in July 2016.

ABN: 58946454004

Registered for GST: Yes

Established: 2016

Address: 18 Vains Street Golden Square (10-3 Tuesday, Wednesday & Thursday)

Phone Number: 0448 356 714

Email: sunshinebendigo1@gmail.com

Website: www.sunshinebendigo

Primary contact: Glenda Serpell Ph: 0409 0106 435 Email: gumpy@inet.net.au

Secondary contact: Sharon Wilson Ph: 0438 915 400 Email: sharonwilson58@icloud.com

Goals

Our goals are to provide practical resources for families in need. To show people that we care by easing the burdens associated with young children, as well as connecting them to other services in the local area.

Sunshine Bendigo gives the community an alternative to re-cycle and re home much loved baby goods. You can share the joy of motherhood by becoming part of the solution, re-homing resources which relieves the financial burden for those in need.

Our Commitment to safety

As part of our commitment to safety and overall accountability, all volunteers of Sunshine Bendigo are required to obtain and hold a current Victorian Working with Children Check. This check is commenced on line and then finalised at a local Australia Post office, there is no charge for a volunteer check. This has to be kept updated and a copy provided, to be kept on file.

Mission

Our mission is to share the joy of motherhood, in partnership with support agencies, by recycling baby essentials. Sunshine Bendigo saves the earth's precious resources by joining with support agencies throughout Bendigo and region to meet the material needs of families with young children. We collect, sort and redistribute essential nursery equipment, clothing, books and toys to families in need.

Our Vision

Our Vision is a future where we waste less, share more and care for every child.

Our Values

Respect For each other. For the earth. For ourselves.

Community

We live and thrive in a community who share and support each other.

Integrity

We are transparent in our work and strive for excellence in everything we do.

Our Guiding Principles

- We will work with and support existing social services and maternal health workers;
- We will not duplicate the work of these existing social services but endeavour to add value to these services.
- We will ensure that the criteria for recipient eligibility is determined by social service agencies and not by Sunshine Bendigo
- We will ensure that all goods donated are of a good quality, in working condition, and adhere to the appropriate Australian safety standards
- We give everything as a gift with no expectation of return.
- We seek to save the earth's precious resources by rehoming, recycling, reusing and repurposing as much as possible.
- We will work with partners and supporters who share our values and goals

Relationship Principles

We place importance on creating strong, respectful internal and external relationships focussed on enhancing our growth and service delivery.

We support each other, work together and recognise that we all play a vital role.

We depend on one another to carry out the work we do and to fulfil our purpose, and we also fill in for each other when someone is away or unavailable.

We actively build relationships based on trust, honesty, respect, integrity, compassion, understanding, recognition, participation, fairness and equity and acknowledge that building relationships takes time and requires hard work, resources, effective communication, reflection and active engagement.

Volunteer Roles

There are so many ways you can volunteer with us!

Collection

Helping collection shifts at the warehouse. These volunteers are available to greet donors when they come to the warehouse to donate their items. Volunteers will help unload cars and sort donations into their assigned warehouse areas. Volunteers need to have a good understanding of what we can rehome (and why!) and also be there as a shoulder to cry on – sometimes giving away baby items can be emotional!

Bundler

Gift packing clothes, linen, toys, books, and other items at the warehouse Every item that is donated needs to be checked and then beautifully packed to be presented like a gift. We need volunteers to sort, check and pack donated items. Clothing and shoes are packed by size and gender, linen is made into complete packs, bottles are cleaned and packed, toiletries are packed for mums and babies, toys and books are packaged by age and the list goes on!

Safety checkers

Cleaning and repairs at the warehouse; Prams, cots, car restraints and highchairs must meet mandatory safety standards before we can rehome them as safety is of primary importance to us. They must also be very clean! We need handy volunteers to help with this task. Firstly, items must be cleaned. This may involve just vacuuming, but some items will also need a scrub. Pram liners, car restraint covers and highchair covers are also laundered. Then items are checked using our phone app, Canvas, before being distributed to our recipients.

Gift Giving

Meeting case workers to distribute goods at the warehouse. Case workers will be scheduled to meet at the warehouse to be given the goods they have requested. Volunteers will be on hand to give out these items. Stocktaking, handling goods, data collection and entry are also part of the role. This role generally suits an experienced volunteer who has worked in another area first.

Administration

Completing admin tasks, either in the office / warehouse or your home There are many administration tasks that can be undertaken your own home or in the office / warehouse. Some of these will be a once-off task such as proof reading documents and others require a more regular commitment and training. If you have particular skills or would like to build your skills in a particular area, please ask.

Fundraising

Fundraising is an essential part of any NFP Organisation and this team look for opportunities or promotional opportunities presented to them. They are also in control of the group's social media presence and public awareness.

To Apply:-

We would love to hear from you and invite you to come to our centre and meet with one of our experienced team and see firsthand what we do.



SUNSHINE BENDIGO VOLUNTEER CONTACT INFORMATION

NAME:			
ADDRESS:			
PHONE:		EMAIL:	
EMERGENCY CONTACT:			Covid -19 Vaccination Dates:
BIRTHDAY:		WORKING WITH CHILDREN CHECK:	

READ AND ACCEPT CONFIDENTIALITY AGREEMENT:

(signature)

DAY/S & TIMES AVAILABLE TO VOLUNTEER:

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QUALIFICATIONS / SKILLS:

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AREAS OF INTEREST / HOBBIES:

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