



## CURRENT VOLUNTEER OPPORTUNITIES 2015-2016

<u>Volunteer Opportunity</u>	<u>Where?</u>	<u>When?</u>	<u>Duties/ tasks</u>	<u>Supervisor</u>
<b>Job Club</b>	Windmill park Centre	Every Tuesday 10am-3pm	<ul style="list-style-type: none"> <li>• Job search</li> <li>• Meet &amp; greet clients</li> <li>• Contact providers</li> <li>• CV, job applications, interview skills &amp; techniques</li> </ul>	Hibo Hirey Advisor and Project Coordinator
<b>Youth Engagement Re-Up</b>	Windmill Park Centre	Every Friday 5pm-7pm	<ul style="list-style-type: none"> <li>• To assist young people with the planning and attainment of personal and professional goals.</li> <li>• To assist in the running of diverse activities aimed at engaging and developing young people from relevant Catalyst Housing estates and surrounding areas.</li> <li>• To assist with necessary programme set up and clean up.</li> </ul>	Mamta Kaler Youth Coordinator  Kowsar Abdi Youth Engagement Practitioner- Ealing
<b>Youth Engagement Re-Up</b>	Unity Centre	Every Wednesday 6pm-9pm Starting January 2016	<ul style="list-style-type: none"> <li>• To assist young people with the planning and attainment of personal and professional goals.</li> <li>• To assist in the running of diverse activities aimed at engaging and developing young people from relevant Catalyst Housing estates and surrounding areas.</li> <li>• To assist with necessary programme set up and clean up.</li> </ul>	Peaches Cadogan Youth Engagement Practitioner- Brent
<b>Youth Engagement Re-Up</b>	Wornington Green  Wornington Green	Thursday & Friday's 6pm-9pm  Tuesday 5pm-7pm	<ul style="list-style-type: none"> <li>• <b>ASB Walks on the Wornington Green Estate</b> – Volunteers will be engaging with local young residents and encourage participation into local activities.</li> <li>• <b>Drop In Sessions</b> – this will be to engage with local young residents and help with a number of potential issues such as housing, drugs, relationships, domestic</li> </ul>	Sebastian Wade Youth Engagement Practitioner- RBKC



	RBKC	Monday- Friday 8:30am-5:30pm (volunteer will commit 2 hours within this time frame)	<p>violence, finance, gangs, and reduction of ASB. This will be conducted by follow up engagement or on the spot Advice and Guidance.</p> <ul style="list-style-type: none"> <li>• <b>Mentoring</b> – this will be mentoring soft cases with residents on the estate or in an educational setting in the local area to encourage positive development, further education, effective communication and promote social and mental wellbeing.</li> </ul>	
<b>Financial Inclusion</b>	Windmill Park Centre	Every Tuesday 10am-12pm	<ul style="list-style-type: none"> <li>• Assisting residents who are in financial difficulty.</li> <li>• Completing 'DO\$H' paperwork (once financial inclusion officer is comfortable)</li> <li>• Completing water &amp; gas budget and bill forms.</li> <li>• Meet &amp; Greet residents</li> </ul>	Corrine Williams Financial Inclusion Officer
<b>Financial Inclusion</b>	Unity Centre	Fortnightly (Mondays) 11am-1pm	<ul style="list-style-type: none"> <li>• Assisting residents who are in financial difficulty.</li> <li>• Completing 'DO\$H' paperwork (once financial inclusion officer is comfortable)</li> <li>• Completing water &amp; gas budget and bill forms.</li> <li>• Meet &amp; Greet residents</li> </ul>	Nadine Hughes Financial Inclusion Officer
<b>Gener8</b>	Drayton Manor High	Every Wednesday 12pm-1pm	<ul style="list-style-type: none"> <li>• To encourage and motivate students currently studying for their GCSE's on a 121 basis.</li> </ul>	Ann-Marie Fineman Volunteer Coordinator  Gurmeet Jassal Schools Coordinator
<b>Job Club</b>	Friary Park Community Centre	Every Tuesday 10am-12pm	<ul style="list-style-type: none"> <li>• Job search</li> <li>• Meet &amp; greet clients</li> <li>• Contact providers</li> <li>• CV, job applications, interview skills &amp; techniques</li> <li>• Set up and clear away events</li> </ul>	Jeetin Shah Employment Specialist
<b>Girl Guiding</b>	Windmill Park Centre	Every Monday 6:30pm-7:30pm	<ul style="list-style-type: none"> <li>• Volunteers will receive leadership training and certification.</li> <li>• Minimum 6 months commitment</li> </ul>	Girl Guiding Coordinator
<b>Westcott Park</b>	Westcott Park	Every Monday	<ul style="list-style-type: none"> <li>• Volunteer will assist with gardening activities for the</li> </ul>	



<b>Community garden</b>	Community Garden	11am-1pm	<p>local community garden.</p> <ul style="list-style-type: none"> <li>• D.I.Y tasks</li> </ul>	<p>Westcott Park Community Volunteers</p> <p>Nuria Rodriguez Community Investment Coordinator</p>
<b>Homestart</b>	Hounslow, Ealing and Barnet	Monday- Friday 2-3 hours per week	<ul style="list-style-type: none"> <li>• Support vulnerable families with children under 5. Volunteers might help the family with a wide range of issues to learn navigating by their own. E.g. volunteer might introduce the children centre to the family, help them with GP registration, introduce them in networks, help with DV issues, share budgeting skills etc.</li> <li>• accredited training covering parenting issues, safeguarding, DV, DBS check, ongoing support from volunteer coordinator</li> </ul>	Homestart Coordinator
<b>Work Club</b>	Unity Centre Brent	Fortnightly 11am-1pm	<ul style="list-style-type: none"> <li>• help resident apply for jobs</li> <li>• assist with employment applications</li> <li>• helping with CV's and cover letter writing</li> <li>• meet &amp; greet residents</li> <li>• interview skills &amp; techniques</li> </ul>	Kamara Jackson
<b>Vegetable Box</b>	Unity Centre	First Friday of every month 10am-12pm Starting 4 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• working in partnership with Sufra (food bank)</li> <li>• enthusiastic and organised candidate to handle a petty cash float and keep a log of all vegetable boxes paid for by customers.</li> <li>• Meet &amp; greet residents</li> </ul>	Michelle Robinson Community Investment Coordinator
<b>Digital Club</b>	O'Grady Court	Monday or Friday afternoons. TBC Starting Jan/ Feb 2016	<ul style="list-style-type: none"> <li>• Volunteers will be assisting residents who do not have experience with computer tablets.</li> <li>• Anything from creating email and social media accounts to skype</li> </ul>	Nicholas Whitty Community Investment Officer
<b>Brent Summer Project</b>	Unity Centre	July 2016	<ul style="list-style-type: none"> <li>• The project offers young people between the age of 8-16years a variety of free fun filled activities and workshops during 2 weeks of the summer holidays.</li> <li>• Volunteers will be helping with organising and facilitating the summer project.</li> </ul>	Michelle Robinson Investment Coordinator



Catalyst  
Housing