



# **Volunteering Opportunities in the City of Mitcham**

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## Welcome and thank you for your interest in becoming a Volunteer with the City of Mitcham.

Volunteers are all ages, cultural backgrounds and walks of life. They do not usually need specific experience or skills, just the desire to help others. Volunteering is about finding a challenging and rewarding unpaid job that gets you involved in helping local councils provide a range of services to people living in our community. Mitcham Council recognises and greatly appreciates the time and service given by volunteers. In fact, many Mitcham Council Programs are dependent upon the participation of caring and committed volunteers. This brochure outlines the areas in which members of the community can participate as a volunteer with the City of Mitcham. Please contact the City of Mitcham's Coordinator of Volunteer Services [mitcham@mitchamcouncil.sa.gov.au](mailto:mitcham@mitchamcouncil.sa.gov.au) on 8372 8888 for information. We look forward to working with you! Printed March 19

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### URRBRAE WETLAND

The Urrbrae Wetland is a water quality improvement and environmental education project, established in partnership with the Patawalonga Catchment Water Management Board, Urrbrae Agricultural High School and the City of Mitcham on land gifted to the school by the late Peter Waite.

The Wetland was established in 1997. Conceived initially as a means of controlling flooding in the local area, the site is now a permanent wetland. The area has been landscaped and revegetated with plants indigenous to the area and grown from locally collected seed. An impressive education centre has been built and a full time teacher provided. The area now provides excellent opportunities for students to observe and study this environment first hand.

The Friends of Urrbrae Wetland are a group of volunteers who have been active at the Wetland since its establishment and play an important role in the enhancement and promotion of this valuable environmental asset.

#### Duties include

- Identifying and documenting native plants
- Weeding, watering, pruning and planting
- Mulching and planting
- Minor repairs
- Conducting tours of the site for interested groups. Service and social clubs, historical groups, church societies
- Holding open days for the general public

**When and Where** Urrbrae Wetlands, Cross Rd, Netherby Urrbrae Agricultural High School meet Tues 8.30am–12.

### NELLIE'S GARDEN - Mitcham Railway Station garden

Nellie's Garden was established in 1959. Bob Ellis, the Station Master at Mitcham Station designed and built the garden for his wife Nellie who suffered from Agoraphobia. This garden was to provide a gateway for Nellie to make her way back into the world. Nellie died in 1983 and Bob passed away late 1997. Mitcham Council purchased the Mitcham Railway station in 1990 and the garden, as a community project, the help and support of Volunteers is restoring Nellie's Garden to its former glory.

#### Duties include

- Weeding & pruning
- Hoeing & planting
- Watering/irrigating
- Path raking
- Minor irrigation repairs
- Litter control

**When and Where** Volunteers meet Mon 9.30am – 12.30pm at Nellie's Garden, Mitcham Railway Station, Belair Rd, Lower Mitcham.

### GAMBLE GARDEN

Gamble House was a gift to the City of Mitcham in the early 1980s by the Gamble sisters who could no longer look after the property. A volunteer group, Friends of Gamble Garden, was formed in mid 1980 to restore and maintain the developed cottage garden area and expand where possible the cottage garden concept over the existing grounds.

#### Duties include

- Identifying and propagating appropriate plants for the cottage garden area
- Pruning, shaping and fertilising
- Weeding, mulching and watering
- Removal of plants
- Maintaining path ways

**When and Where** Volunteers meet Tuesday morning between 9am - 12.30pm at the garden shed on the site. Car parking is available on site. The Gamble Garden is located on the corner of Main and Dorham Rds, Blackwood.

### HOME LIBRARY SERVICE

The Home Library Service operates to deliver library material to residents who are housebound because of illness, disability or because they are caring full-time for others.

**Duties include:** Volunteers, with the assistance of the Home Library Service Officer select appropriate books, tapes, magazines etc for people who are housebound. Volunteers go in pairs, with one person using their own vehicle, delivering library materials to nursing homes and individuals who are unable to collect their own items. Approximately 6-8 visits are made which takes approx two hours.

**Special Requirements** volunteers who use their own vehicle for deliveries will receive reimbursement based on the capacity of their engine and the number of kilometres travelled. volunteers must hold a current class 1 South Australian drivers licence and vehicles need to be comprehensively insured.

**When and Where:** Mitcham Library, 154 Belair Road, Hawthorn: Selection is on Wednesday/Thursday with deliveries on Thursday/Friday. Blackwood Library - 215 Main Road, Blackwood: Selection is on Tuesday with deliveries on Friday. Both are either fortnightly or monthly.

## COMMUNITY INFORMATION SERVICE

The City of Mitcham operates a Community Information Service that provides a comprehensive range of information on local activities and services. Volunteers play an important role in ensuring that a wide range of information is accessible to the public.

### Duties include

- Administrative support, data inputting, graphic design & photocopying
- Assisting with special projects and research.
- Edit and read the Mitcham Community News onto CD for the visually impaired and disabled.
- Foyer Art Gallery exhibitions

**When and Where:** Volunteers should be prepared to work one day a week for a minimum of three hours, this is negotiable. Volunteers work in the Community Information Service Office located at the Mitcham Civic Centre, 131 Belair Rd, Torren's Pk.

## TOY LENDING SERVICE

The Toy Lending Service loans toys to children aged 0 – 12 yrs, care providers, aged care groups and elderly citizens in the community.

### Duties include

• Checking, cleaning and putting toys away	• Tidy shelves
• Assisting parents with taking toys to the car	• Basic toy and box repair
• Engraving and writing on toy pieces	• Unpacking and assembling new toys if required

**When and Where** Volunteers can work by arrangement, weekly, fortnightly or monthly.

### Mitcham Toy Lending Service

Mitcham Library 154 Belair Rd Hawthorn.

M Tu, Th 10-5.30 – Wed 10-5.30 – Fri 10-2 – Sat 10-4 – Sun 2-5

### Blackwood Toy Lending Service

Blackwood Community Centre 4 Young St, Blackwood.

Tues & Wed 9.30 - 11.45am; Thurs 4 – 6.30pm

## LOCAL HISTORY SERVICE

### Heritage Research Centre

Volunteers working within Local History work together and individually to collate both yesterday's and tomorrow's history. Through their work, the volunteers build up resources to enhance people's knowledge and appreciation of their district.

### Duties include

- Open Heritage Research Centre to the public
- Index local papers
- Research local & state developments affecting the Mitcham district
- Assist with Community Events and Projects
- Collate community organisations newsletters & records
- Research and collate & copy records
- Assist with clerical support & working bees
- Transcribe oral histories
- Assist with mounting, filing and indexing ephemera & photos for the local history collection
- Assist with preparation of information for community groups, including local schools and kindergartens

**When and Where:** Volunteers are rostered weekly, fortnightly or monthly, or at a mutually convenient time. The work location is the Mitcham Cultural Village, 103 Princes Road, Mitcham SA 5062. Hours are Tuesdays 9.30am - 3.30pm for focussed researchers, Wednesday 9am - 6pm and Thursdays 9.30am - 3.30pm, open to the public. Or by arrangement with the Community Historian.

### Volunteer Researcher

The City of Mitcham is the second oldest Council in South Australia (only Adelaide City Council is older), and was proclaimed a District Council in 1853. Individuals with an interest or curiosity about local history have an excellent opportunity to discover and become more aware of Mitcham's unique history and heritage by becoming a Local History Volunteer Researcher.

**Duties include:** Volunteers are provided with background information for a history project and with guidance will locate and research some or all of the following:

- Photographs
- Lands Department records
- General information from newspapers
- Other resources for the specific project purposes

**When and where:** One half day per week, can be flexible. Work locations are variable, depending on the research involved, however most work will be carried out in public libraries (ie State Library and Flinders University Library), or government departments such as the Department of Lands.

## COMMUNITY TRANSPORT

### Community Bus – Drivers and Helpers

Volunteer Community Bus Drivers and Helpers assist Council to provide a popular and well-utilised bus service for older residents or those who live independently and find themselves transport disadvantaged. Volunteers drive the bus on a rostered basis, taking passengers to the libraries, local shopping centres, Westfield Marion and the Central Market. Drivers can also assist with bus hires for local non-profit organisations. Helpers assist passengers with managing their shopping bags, trollies, walkers and embarking/disembarking the bus.

### Duties include

- Ensure that passengers are picked up and transported to their destination in a safe, comfortable and friendly manner and assist passengers on and off the bus
- When needed, assist passengers with their personal belongings or shopping
- On a daily basis record the number of passengers carried and the kilometres travelled, and any mechanical problems or incidents on the relevant forms provided
- Occasionally distribute information on Council services and special events to bus passengers

**Special Requirements:** Bus Drivers are required to have an LR or above Class Licence and Driver Accreditation. Assistance with gaining Driver Accreditation can be provided.

**Where and When** the community bus leaves from the Mitcham council depot. volunteers are reimbursed for their travel to and from the depot and are rostered on a weekly or fortnightly basis by mutual agreement. ideally volunteers are able to commit to a minimum of four hours per fortnight.

### Personal Transport

Volunteer drivers provide transport, using their own vehicle, for older residents or younger people with a disability to attend medical, therapy or appointments relating to their wellbeing and local shopping centres. This valuable service enables our residents to continue to remain living independently in their own home and to participate in community life.

**Duties include:** ensuring passengers are transported to their destinations in a safe, comfortable and friendly manner. When required, assist passengers with aids e.g. walking frames/walking stick or shopping bags. At times volunteers may be asked to remain at medical rooms while residents attend their appointment and then return them home.

**Special Requirements:** volunteers use their own vehicle, for which they receive mileage reimbursement based on the capacity of their engine and the number of kilometres travelled. volunteers need a current class 1 south Australian drivers licence and vehicles need to be comprehensively insured and well maintained.

**When and Where:** time commitments will vary with the type of job; however there is an expectation of a minimum commitment of half a day per week. The Coordinator will contact volunteers with transport details (name, date, time, address, phone number and destination) and follow up with a job sheet. Volunteers can be matched with a resident within their local area (ie hills or plains) on a regular basis or be called as needed. Training and support will be provided.

## COMMUNITY WELLBEING

### Lunch Groups

With the assistance of volunteers, Lunch Groups provide the opportunity for older people or those with a disability to come together to share lunch and friendship, listen to guest speakers, participate in gentle exercise, craft, entertainment and bus trips. Lunch Group members enjoy this weekly outing as it provides companionship and friendship with others in their community.

**Duties** Will vary from week to week, however the main tasks may include:

- Assist setting up room
- kitchen duties, setting tables and doing dishes and tidying up lunch areas
- participate in activities such as art and craft, games including scrabble, cards & bingo, discussion topics, relaxation, fitness and guest speakers
- share and discuss ideas for new activities and provide support on organised outings
- support participants and provide minimal assistance when required
- help with the serving of morning tea and lunch, and share lunch and conversation with participants
- transporting participants to and from the venue  
If volunteer has elected to undertake transporting in their own car.

**When and Where** Volunteers choose to be involved and assist with all or some of the above duties on a weekly basis.

- Tuesday Group, 10am – 1.30pm at Cumberland Park Community Club, 390 Goodwood Road, Cumberland Park
- Friday Group, 10am – 1.30pm at Blackwood Community Centre, Young Street, Blackwood.

### Community Connections

The Community Wellbeing Team provides a community connection program for older people or younger residents with a disability who, for various reasons, require transport or support to participate in groups/activities in the community. Providing transport and/or attending with residents, enables residents to continue to participate and remain connected to the community.

The volunteer is carefully matched to a resident, considering similar interests and training is provided.

**Duties** Will vary and may include

- transporting residents to and from an activity group
- attending an activity/group with the resident until they are comfortable to attend independently
- with assistance of staff, identify barriers residents may face
- assist the resident with their transition to joining activities/groups/clubs with the goal of a sustainable and natural link to the activity being in place over time
- Inform and liaise with the Community Connections team of progress or barriers encountered
- volunteers will be providing minimal assistance to the participants and will not be required to provide high level or personal care.
- participate, if appropriate, in the activity/group that is matched to the resident

**When and Where:** Volunteers will be required weekly, fortnightly or monthly depending on the frequency of the activity/group. Primarily in the Mitcham Council area but from time to time activities/groups may be outside the Council boundary. Distance to travel will be taken into consideration when matching the volunteer to the resident.

## LIBRARY SERVICES VOLUNTEER

The Mitcham and Blackwood Volunteers assist the Library staff with the provision of basic library services.

**Duties include**

- Undertake shelving and shelf tidying of library materials
- Undertake “one off” special projects, such as shelf reading, labelling shelves and assisting with the Annual Book Sale
- Assist with respacing & moving library collections as necessary
- Reaching for items on the shelves

**When and Where** Volunteers are rostered on a regular basis by mutual agreement.

- Mitcham Library Hawthorn Community Centre
- Blackwood Library Main Road, Blackwood

## JUSTICE OF THE PEACE

The City of Mitcham provides a Justice of the Peace service to Council and the Mitcham and Blackwood Libraries for residents who are able to visit these centres.

**Duties include**

- JP service to sign and notate
- Record all JP transactions
- Ensure customers understand the nature of their documents prior to signing.

**When and Where**

### Mitcham Civic Centre

131 Belair Road, Torrens Park  
Monday 9.30am – 12.30pm  
Thursday 9.30am – 12.30pm

### Mitcham Library

154 Belair Road Hawthorn  
Tuesday 10am – 12noon  
Friday 10am – 12noon

### Blackwood Library

Main Road, Blackwood  
Monday 10am – 12noon  
Wednesday 10am – 12noon

## MITCHAM CULTURAL VILLAGE

**Administrative support** The Mitcham Cultural Village provides an environment where residents and visitors have the opportunity to participate in a range of cultural activities in an environment of learning and sharing. Volunteers play an important role in assisting staff with the provision of those opportunities.

**Duties include**

- Assisting with telephone and reception enquiries
- Accompanying potential hirers of Mitcham Cultural Village facilities on familiarisation tours and informing visitors about the conditions of hire
- Assisting Council staff in coordinating special events and programs for the Mitcham Cultural Village

**When and where:** Days and hours are negotiable; however volunteers should be prepared to work one day a week for three hours. Volunteers work at the Mitcham Cultural Village, 103-105 Princes Road, Mitcham.

### COMMUNITY SHED

Located within the Mitcham Cultural Village precinct, the Community Shed provides an environment where residents and visitors have the opportunity to participate in a range of activities in an environment of learning and sharing. Volunteers play an important role in assisting staff with the provision of those opportunities.

**Duties Include** Working closely with the Shed Facilitator and other volunteers, duties may include:

- assisting with instruction of proper use of machinery and safety equipment
- administration, eg. attendance records and skills register
- assisting with setting up policies and procedures so that the shed runs smoothly
- induct members in Shed policies and procedures
- advising Council regarding improvements in workshop layout and efficiency
- report equipment breakdowns, servicing, electrical testing etc. to designated Council staff

### MITCHAM TRAILS

Council is continuing to implement its trail strategy that incorporates walking, horse riding and mountain bike riding. The volunteer contribution is a key element of the trail programs success and Council has a group of dedicated volunteers that help build and maintain the trail network in Mitcham. Trail developments in the City of Mitcham are intended to protect remnant vegetation and provide sustainable unstructured recreation for the community and a variety of different user groups. Community Trail Volunteers may assist with:

- Digging holes and installing posts for signage
- Controlling weeds, pruning and moving vegetative matter
- Cleaning out debris from passive drainage features
- Building stone trail features
- Installing passive drainage features
- Developing corners and obstacles using soil and stone
- Revegetation project

**When and Where** Community Trail Volunteer days are scheduled one Saturday per month

### OPEN SPACE RESERVE

**Kenny Park** was named in memory of Margaret Kenny, a local resident with excellent botanical knowledge of the Reserves native plants. Just over 1 hectare in size, the Reserve consists of remnant stands of Grey Box Eucalypts with a variety of native understorey shrubs and grasses. A number of introduced plants have established in the Reserve and require careful management in order to control them. A Friends group was established in the 1980's with the aim to re-establish the native flora for environmental, educational and recreational purposes. Whilst some of these aims were achieved the group has since disbanded. An opportunity now exists for an enthusiastic group of volunteers to continue the work that started some 30 years ago.

**Duties Include**

- Identify and document native plants
- Weeding
- Pruning
- Mulching
- Native planting
- Rubbish pick

**When and Where** Volunteers meet last Monday mthly, 10am-12.30pm at Kenny Park, Wilpena St, Eden Hills.

**Mitcham Scented Gardens** was developed by the City of Mitcham in 1986 as a South Australian sesquicentenary (150 years) project. With raised beds and wide paths it provides easy access for disabled people to enjoy the aromas, flowers and foliage of the plants. The area aims to promote gardening to all people and in particular to encourage the use of horticulture for recreational, vocational, therapeutic and rehabilitation purposes for disabled and disadvantaged people. A nose sculpture, created by Neil Cranney, is a feature of the garden. Volunteers on this site have a unique opportunity to be part of not only nurturing a lovely cottage garden but providing an invaluable contribution to the disabled community.

**Duties Include**

- Weeding
- Pruning & mulching
- Planting
- Fertilising
- Rubbish pick up
- Raking path

**When and Where:** volunteers meet fortnightly from 9am at the Scented Gardens on a Wednesday morning. The Mitcham Scented Gardens is located behind the Mitcham library, Belair Rd, Hawthorn.

**JWS Morris Reserve** was named after local motor mechanic John Morris who was a Councillor and later Mayor of the City of Mitcham from 1974 to 1979. He was also a foundation member of the Mitcham Air Force Association. The Reserve is adjacent to the Soldiers Memorial Gardens, Hawthorn, and follows the creek line through to George Street. The Reserve has some significant River Red Gums scattered along the creek as well as some introduced trees and shrubs and of course environmental weeds are present. This Reserve has been earmarked for redevelopment as part of the Brownhill Creek (Hawthorn Reserves) Reconstruction Master Plan and volunteers need to keep in mind that any activities (mainly planting) undertaken on site may be removed/lost. There is no clear time frame for when this Master Plan will take place. During the interim volunteers are invited to regularly maintain and up keep the Reserve.

**Duties Include**

- Weeding & pruning
- Mulching & raking
- Some native planting
- Rubbish pick up

**When and Where** the Volunteers meet quarterly on a Saturday from 9am at the George Street entrance to JWS Morris Reserve. JWS Morris Reserve is located adjacent to the Soldiers Memorial Gardens, George St, Hawthorn.

### GRAFFITI REMOVAL

This newly created program involves the removal of graffiti from council assets and to report Graffiti Vandalism on council assets. Volunteers may assist with:

- Removal of graffiti from council assets in agreed designated areas.
- To report graffiti vandalism on council assets, that can't be done within scope of volunteer work.

**When and Where:** Volunteers work to remove graffiti in a reasonable time after graffiti appears within their designated areas.