



# Edmund Rice Camps for Kids WA.



## Administration Support Volunteers & Student Placements

### **Administration Support Volunteers & Student Placements**

In this document you will find a range Volunteer Support Roles that you may wish to take up in your assistance of Edmund Rice Camps for Kids WA.

These roles are designed to provide further support to the work of Edmund Rice Camps for Kids WA. It is hoped that these roles will allow volunteers of all ages and backgrounds the opportunity to further develop their own skills and abilities whilst providing a valuable contribution to a small community organisation.

There are a variety of positions available , covering a range of areas from Camps, Fundraising, Public relations and Marketing as well as Web design. The time required for each role will vary and ultimately depend on each individuals availability.

Some positions are continuous throughout the year whilst others are set to specific times (e.g. around camp times). You may commit to these roles for all long or as short as you wish.

Its great chance to gain valuable, real life experience in a fun, relaxed and friendly atmosphere.

If you are interested in any of these positions or wish to discuss anything further please contact Ash at the Edmund Rice Camps for Kids WA office (9365 2811).

# 1. Camps

## Camp Liaison Officer & Camp Admin Coordinator

*\*Filled specifically around Camp periods*

*Minimum time = 3 hrs per week*

### **Camp Liaison Officer**

- Liaise with Campsite - confirm dates of arrival and departure
- Assist with coordination of menu and shopping, inc bulk orders.
- Source product donations for camps
- Write letters of thanks to donors/ supporters
- Liaise with Camp Co-ordinators/Coach's regarding programming needs and equipment
- Liaise with Camp Leaders regarding times, dates, what is needed, training etc

### **Camp Admin Coordinator**

- Assist with the design and distribution of camp forms—new and current volunteers
- Process incoming camp applications (preference forms, recommendations, declarations), update database.
- Ensure adequate training has been completed by camp leaders
- Prepare Camp files and documents (incident/accident forms etc)
- Prepare Leader Camp Files & Folders
- Liaise with Camp Leaders regarding times, dates, what is needed, training etc

### **Resources**

- Assist with purchasing, updating and allocation of resources for camps as required
- Prepare and update Songs Books as required
- Prepare Team building games folders, Getting to know you games folders etc
- Assist with Post camp stocktake of resources

### **Show bags**

- Explore the possibility of developing 'Leader Show bags' for Camp volunteers—to replace Leader Folders
- Write letters to seek donations of items for show bags i.e. Food items, fun items, educational / health / personal items
- Assist with preparation of 'Show bags' Pack show bags
- Explore other Reward and recognition ideas for volunteers

## 2. Grants/Fundraising

Grants Coordinator(s) & Fundraising Manager(s)

*\*Minimum time = 4 hrs a fortnight*

### Grants Coordinator(s)

#### Grants Database

- Develop a database of grants available with closing dates and conditions
- Research new / potential grants and add onto database
- Gather & save documents needed to apply for grants, guidelines, forms, etc

#### Applications

- Draft applications to be submitted

#### Follow up applications submitted

- Follow up calls to be made for all applications submitted that we have not yet heard from

#### Reports after services

- Draft reports, (letters, photo's, evaluations, budgets) after grant money has been expended ready to be submitted

### Fundraising Manager(s)

#### Major Fundraising Initiatives

- Explore Major Fundraising possibilities, e.g Corporate Golf Days, Major Appeals
- Develop Project plans for major events

#### Other Events

- Work with 'Promotion & Revenue Action Group' to develop and prepare other fundraising events e.g. Quiz Nights, movie nights, raffles, Entertainment Books etc.
- Assist with the promotion of events
- Assist with sourcing donations for events—prizes etc

#### Donations

- Develop as Donations strategy
- Create a Donations database to record all incoming donations (monetary and resources).
- Design Donations materials: postcards. Letters etc
- Explore 'Workplace Giving' ideas

### 3. Promotions & Marketing

'Momento' Designer(s) & Marketing Assistant(s)\*

*\*Minimum time = 3 hrs a fortnight*

#### **Momento Designer(s)**

##### **Momento**

- Using the 'Momento' Photobook programme, design a series of yearbooks to commemorate the work of Edmund Rice Camps for Kids WA.
- Design Yearbooks for 2005, 2006 & 2007.
- Design other photobooks for specific events as required.
- Organising printing of Books through the Momento Website
- Prepare books to be sent to Major Donors, Supporters and Contributors.
- Research other record keeping options and recognition ideas.

#### **Marketing Assistant(s)**

##### **Marketing Materials**

Research, source, draft & implement marketing materials for ERCKWA:

- Flyers
- Badges
- Stickers
- Merchandise
- Other promo items

##### **Advertising**

- Source locations for us to advertise low cost or ideally free
- Advertise all current ERCKWA events

##### **Media Releases**

- Draft media releases to submit to newsletters, newspapers, magazines, radio stations on participants, volunteers and the organisations activities

## 4. Website

### Website Administrator

*\*Minimum time = 2/3 hrs a fortnight*

#### **Design**

- Explore alternative design options for pages on the website

#### **Documents**

- Assist in creating documents and ensure they are updated
- for loading onto webpage
- Gather documents & pics and write into format for loading as pages onto website

#### **Updating**

- Regularly update the website content—approve new members, update calendar as required and any page content.

## 5. Communications

### Communications Assistant(s)

*\*Minimum time = 2/3 hrs a fortnight*

#### **Eddie's Anchorman Report**

- Source info and develop the fortnightly 'Eddie's Anchorman Report' emailed to all current volunteers (and occasionally supporters) with info on upcoming events, camps, and other ERCKWA info.

#### **Newsletters**

- Assist with the creation of the Quarterly ERCKWA
- Newsletter 'Rice Paper'
- Source info and newsletter articles and put together final draft

#### **Volunteer Handbooks**

- Create a 'New Volunteer handbook that can be given to volunteers prior to attending camp.
- Source quotes and stories from past and present vols to include in handbook.

## 6. Administration

### Administration Assistant(s)

*\*Minimum time = 4 hrs a fortnight*

#### **General Admin**

- Answer telephones
- Letter Writing
- Flyer design
- Filing
- Coordinate mail outs

#### **Records Management**

- Update database information
- as required
- Explore new records management systems (databases)

#### **Reward & Recognition**

- Research into appropriate rewards & recognition for volunteers
- Source & collect items for volunteer show bags