



## **Position: Essentials Volunteer Coordinator** **Volunteer Position (approx. 5-7 hours per week)**

***“Gateway is committed to building a stronger community through helping to build stronger families.”***

Gateway Family Services is a family support service founded by Blaxland Uniting Church. We provide a range of services to support and strengthen families in the Blue Mountains and Penrith LGAs. Gateway applies a solution-focused, strengths-based and trauma-informed approach to our clients and our staff.

We are currently seeking an experienced Volunteer to support and coordinate the volunteers who collect donated goods for our Essentials team. This is an unpaid position.

### ***What we can offer:***

- An organisational context passionate about children and families.
- A Friendly, supportive team environment.
- Training and development opportunities.
- Regular support and debriefing opportunities.
- A chance to make a real difference in the lives of others.

### ***What we need from you:***

- Willingness to commit approximately 5-7 hours per week to coordinate work. Much of this work can be done from home in your own time. However, the successful applicant will have access to desk space and office equipment at Gateway Family Services Blaxland office.
- A passion to make a difference in the lives of others in our community.
- A non-judgemental approach to people with diverse backgrounds, religions and gender identities and abilities.
- Have good interpersonal communication skills.
- Be enthusiastic and have a positive outlook.
- Be well organised and punctual.

### ***How to apply for this position:***

- To request an information package email: [sophiec@gatewayfamilyservices.org.au](mailto:sophiec@gatewayfamilyservices.org.au)
- Your application should be forwarded to [sophiec@gatewayfamilyservices.org.au](mailto:sophiec@gatewayfamilyservices.org.au) together with a cover letter, a current copy of your CV and your response to the essential criteria
- GFS is an Equal Opportunity employer. Aboriginal and culturally and linguistically diverse persons are encouraged to apply.

**Closing Date: Sunday 10th April, 2022**

## **STRENGTHENING FAMILIES | STRENGTHENING COMMUNITY**

*We acknowledge with great respect Aboriginal and Torres Strait Islander peoples as the First Peoples of this land. We pay respect to the Darug and Gundungurra people- their Elders, past and present, and to the children of today who are the Elders of tomorrow.*

**GATEWAY FAMILY SERVICES**

***An activity of Blaxland Uniting Church***

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Web: [www.gatewayfamilyservices.org.au](http://www.gatewayfamilyservices.org.au)

PO Box 3051, East Blaxland, NSW 2774

Ph: 1300 316 746

**Blaxland** – 70 Old Bathurst Road, Blaxland NSW 2774

Ph: (02) 4720 6500

**Katoomba** – 14 Oak Street, Katoomba NSW 2780

Ph: (02) 4782 5326

**Penrith** – 123-133 Henry Street, Penrith NSW 2750