# Waimakariri Volunteer Directory 2012

WAIMAKARIRI
DISTRICT COUNCIL

# Contents

This directory outlines a wide range of social service groups, community groups and organisations under the following headings:


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An update of this directory is planned to be printed annually. Please take the time to check your details.

For amendments and corrections to services included in the directory you should complete the form "*Contact Details and How to update or include information*" – and return to Madeleine Burdon, Waimakariri District Council, Private Bag 1005, Rangiora 7440. Email madeleine.burdon@wmk.govt.nz or 03 311 8900 ext 8899

To obtain copies of the Waimakariri Volunteer Directory, please look on the Waimakariri District Council website: www.waimakariri.govt.nz
or ask at the Council service centres and libraries for a printed copy.


Thanks to Volunteering Canterbury (Volcan) for assistance in the foundation of the document. If you or your organisation wishes to volunteer in the greater Canterbury area, please contact Volunteer Canterbury directly.
Phone: 03 366 2442 Email: vc@volcan.org.nz Web: www.volcan.org.nz


***(Updated 15 June 2012)***

***Volunteering is an expression of our love, caring and concern for each other and the environment in which we live***

International Association for Volunteer Effort (IAVE)

**Volunteering is …**

- Done of your own free will
- Unpaid
- For the common good

## Rights and Responsibilities

### Vision

Supportive communities where voluntary work is understood, recognised and valued

### Definition

Voluntary work is done of one's free own free will, unpaid, for the common good
**Aroha ke to Takata a Rohe**

### Mission

To promote, support and uphold the integrity of voluntary work with commitment to Te Tiriti o Waitangi

## Rights of Volunteers

- To be treated as a co-worker – respected by paid staff and encouraged to take part in agency decision-making
- To have clearly defined tasks suited to your preference and ability
- To be offered training, support and supervision
- To be given clear communication and consultation channels
- To be given information about the organisation and the way it operates, and to be kept informed of relevant new developments
- To be provided with a safe working environment free from any discrimination based on age, sex, religion, or disability, as set out in the Human Rights Act 1993
- To be made aware of safety, emergency and complaints procedures

# Responsibilities of Volunteers

- To choose voluntary work which you can support wholeheartedly
- To work within the policies and guidelines of the organisation
- To be loyal to the organisation, respect its place in the community and help to maintain its credibility and integrity
- To be realistic about capability and availability and avoid over-commitment
- To be punctual, regular in attendance, and advise of periods of unavailability
- To treat co-workers as you would wish to be treated yourself
- To observe confidentiality and privacy at all times
- To report accidents etc. immediately
- To speak up when concerned or unsure

# The gift of volunteer activity to:

**Volunteers**

- Meets the desire to help others
- Enhances quality of life
- Maintains and develops personal skills
- Increases knowledge and horizons
- Encourages personal development
- Provides social opportunities

**Agencies / Organisations**

- Contributes skills, creativity and new perspectives
- Enables new and extended programmes
- Assists in objectives being met

**Community**

- Meets the specific needs of people and projects
- Provides extra services
- Increases involvement in decision making
- Enriches quality of life
- Preserves the environment

# Social Services

## ANNALIESE HAVEN REST HOME

*Phone:* 03 327 6282 *Fax:* 03 327 6114
*Physical Address:* 25 Adderley Terrace
KAIAPOI 7630

Providing quality rest home and dementia care to elderly persons in North Canterbury

Tasks of the volunteer

- Musical talent required – anyone willing to play music to our residents would be gratefully received. (we have an electronic keyboard)
- Walking
- Housie
- Craft Group
- Outings
- One on One activities

Volunteer requirements

- Time commitment: ½ hour or more
- Communication skills
- Respect
- Reimbursement of expenses are open for negotiation
- Must have good English speaking skills (for dementia clients)
-

## BIG BROTHERS BIG SISTERS OF NORTH CANTERBURY

*Phone:* 03 310 7004 *Cell:* 027 271 3405
*Email:* natalie.smith@bigbrothersbigsisters.org.nz
*Web:* http://www.bigbrothersbigsisters.org.nz
*Physical Address:* War Memorial Hall
Albert Street
RANGIORA
*Postal Address:* PO Box 780
RANGIORA 7440

To guide 'at risk' children by promoting positive growth and development through the use of adults as mentors.

Tasks of the volunteer

Being a mentor involves becoming a wise and trusted friend of a young person, with an emphasis on having fun while doing something worthwhile

Volunteer requirements

- Flexible hours No expenses will be reimbursed
- Hours are flexible
- Fluency in the English language required
- A Class Licence required
- 3 References required
- Police vetting required

## CHRISTCHURCH CITY MISSION OPPORTUNITY SHOP
### RANGIORA & KAIAPOI

*Phone:* 03 365 0635 x 883
*Email:* margaret@citymission.org.nz
*Physical Address:* 1 Durham Street
RANGIORA 7400
158 Williams Street
KAIAPOI 7630
*Postal Address:* P O Box 1032
CHRISTCHURCH 8140

The Christchurch City Mission Opportunity Shop Volunteer.

Tasks of the volunteer

- Assisting in the shop
- Replenish and tidy stock
- Various other tasks

Volunteer requirements

- Flexibility of hours approx three hours once a week morning or afternoon Mon- Fri
- Interest/experience in shop work
- An ability to work as part of a team
- No expenses will be reimbursed
- Fluency in the English language required
- No drivers licence required
- References required
- Police vetting required

## ELEAZAR FAMILY SUPPORT TRUST

*Phone:* 03 312 8749 *Fax:* 03 312 8769
*Email:* eleazar@eleazar.org.nz *Web:* www.eleazar.org.nz
*Physical Address:* 43 Browns Road
Okuku, RD 3
RANGIORA 7473

Maintenance and Gardening Assistance required. The Eleazar Family Support Trust's aim is helping children, young people and families to reach their full potential: to move from where they are now, to where they can be, with help in a positive caring environment.

Tasks of the volunteer

- General Maintenance
- Light building work
- Painting
- General repair work
- Gardening
- Weeding
- Propagating cuttings/seedlings
- Planting
- Harvesting

Volunteer requirements

- Time commitment by negotiation
- Require some knowledge of maintenance work and horticulture
- Where possible, fuel vouchers will be provided towards mileage
- Drivers licence required
- References would be of help
- Police vetting required

## FRIENDS OF OXFORD HOSPITAL

*Phone:* 03 312 4678 or 03 312 1100
*Physical Address:* 45 Park Avenue
OXFORD 7430
*Postal Address:* 45 Park Avenue
OXFORD 7430

The friends of Oxford Hospital is a non-profit organisation that provides social wellbeing of the short and long term patients of Oxford Hospital

Tasks of the volunteer

- Fundraising to assist with projects for patients and hospital
- Long term patient caring
- Social wellbeing of patients
- Companionship
- Entertainment

Volunteer requirements

- Flexible hours to suit
- Fluency in the English language required
- No drivers licence required
- References maybe required

## KAIAPOI COMMUNITY SUPPORT - WELLBEING NORTH CANTERBURY

*Phone:* 03 327 8945 *Fax:* 03 327 7928
*Email:* kcs@wellbeing.org.nz
*Physical & Postal Address:* 116 Williams Street
KAIAPOI 7630

**Kaiapoi based** -

1. Volunteer administrator to support the **Kaiapoi** Community with services and initiatives that responds to identified needs
2. Administration/Food Bank Assistant -: **Kaiapoi** - require experience in cooking, budgeting, teamwork and empathy, people/customer skills.
3. Volunteer drivers (Kaiapoi) to transport elderly to hospital/eye/medical appointments or local shopping.

**Volunteer Administration – Rangiora and Kaiapoi**

Tasks of the volunteer

- Phone answering
- Record keeping
- Information and advice
- (Food bank maintenance/preparation – Kaiapoi)

Volunteer requirements

- 3 ½ hours per week
- Discretion, empathy
- Sound people skills
- Local knowledge
- Expenses reimbursed only for volunteer drivers
- Fluency in the English language required
- No drivers licence required
- References and Police vetting required

**Volunteer Driver:**

Tasks of the volunteer

- Transport elderly to hospital appointments, or local shopping

Volunteer requirements

- 2/3 hours per week
- Clean drivers licence required
- Expenses reimbursed by donation

- References and Police vetting required
- Cell phone desirable
- Normal volunteer employment procedures

**Strengthening Families Volunteer Facilitator:**
*Phone*: 03 310 6375 *Fax*: 03 310 6376
*Email*: sfnc@wellbeingnc.org.nz
*Web*: www.strengtheningfamilies.govt.nz
*Physical Address*: 29 High Street
RANGIORA 7400

Strengthening Families helps you get the best support for your family/whanau to thrive. All the people and agencies that could help your family are brought together. Together you discuss your family's needs and agree on what everyone is going to do. Eleven New Zealand government agencies are actively involved with Strengthening Families along with hundreds of community-based services.

Tasks of the volunteer

- Contact Families
- Facilitate Meetings
- Work alongside Lead Agents
- Stay with family from Initial Meeting to Final Meeting as facilitator

Volunteer requirements:

We are looking for experienced facilitators with experience of working in confidential settings and knowledge of Tikanga would also be desirable.

- Police vetting and references are required
- The initial meeting and set-up: 2 hours
- Review Meetings 30 minutes to 1 hour
- Final Meeting 20 minutes to 1 hour
- Location: mainly Rangiora & Kaiapoi
- Clean driver's licence is required
- Petrol Vouchers to reimburse mileage

## LIFELINE CHRISTCHURCH

*Phone:* 03 366 6742 *Fax:* 03 366 6124
*Email:* christchurch@lifeline.co.nz *Web:* www.lifeline.org.nz
*Physical Address:* Confidential
*Postal Address:* P O Box 25 387
CHRISTCHURCH 8144

Lifeline is committed to people and believes in their infinite value and dignity. Its aims are to reduce personal distress and enable positive change to clients and to have an emotionally healthy, caring community.

Tasks of the volunteer

- Telephone counselling on successful completion of our training course
- Shift hours included

Volunteer requirements

- Training provided (acceptance after successful completion of our training course
- 19 hours per month on a 2 year minimum commitment
- No expenses to be reimbursed
- The tasks can be performed outside hours
- Fluency in the English language required
- No drivers licence required
- References required
- Police vetting required

## LIONS CLUB OF RANGIORA

*Phone:* 03 313 8801 (secretary
*Email:* shepashley@xtra.co.nz *Web:* www.nzlions.org.nz
*Physical Address:* Waimana Lodge
Kippenberger Ave
RANGIORA 7400
*Postal Address:* P O Box 119
RANGIORA 7400

The Lions Club aims to encourage service-minded people to serve their community without personal regard and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Tasks of the volunteer

- Fund raising projects
- Youth activities
- Community volunteer assistance

Volunteer requirements

- Routine weekends for several hours
- Recurring annual efforts on targeted days
- Be good with public, youth
- Some physical work involved
- No expenses will be reimbursed
- No drivers licence required
- References required
- Police vetting required

## MOTHERS SUPPORTING MOTHERS

*Phone:* 03 312 8797
*Email:* igloos@kol.co.nz
*Postal Address:* C/o Chris Stanbridge
RD 2
RANGIORA 7472

Volunteer Child Care Worker. Mothers Supporting Mothers' mission is to contribute to the wellbeing and self-sufficiency of mothers and consequently their families in North Canterbury by:

- supporting women with post natal depression (PND)
- help prevent or minimise PND
- increase awareness and issues involved with PND
- skilled facilitators for group meetings and individual counselling
- facilities for women to meet with freedom from children

Tasks of the volunteer

- With other childcare workers, babysit 0-5 year olds (mothers on site)

Volunteer requirements

- Two hours once a week (Friday morning)
- Require a love for children
- Most suitable for age 50 plus
- No expenses will be reimbursed
- Drivers licence not required
- References required
- Police vetting required

## NORTH CANTERBURY MINI BUS TRUST

*Phone:* 03 313 8588 (Kaye Vessey) *Fax:* 03 313 7424
*Email:* kayev@psusi.org.nz
*Physical Address:* Ngawi Thompson Centre
258 High Street
RANGIORA 7400
*Postal Address:* PO Box 665
RANGIORA 7440

The Mini Bus Trust aims to provide virtually free transport for the elderly (over 60) and disabled people (of any age).
Drivers required.

Tasks of the volunteer

- Pick up passengers and take to day care centre
- Return passengers to their homes
- Shopping bus trips

Volunteer requirements

- Two hours in the morning and two hours in the afternoon on one day per fortnight
- Located in Rangiora – trips include country
- Drivers are trained to operate a wheelchair hoist
- No expenses will be reimbursed
- A clean driving record is required, class 1 drivers licence

## OXFORD COMMUNITY TRUST

*Phone:* 03 312 3006 *Fax*: 03 312 3007
*Cell:* 021 995 972
*Email:* jo@oxfordtrust.co.nz *Web*: oxfordcommunitytrust.co.nz
*Physical Address:* 37 Main Street
OXFORD 7430

Oxford Community Trust is responsive to emotional, physical, financial and social needs at both individual and societal levels within Oxford and districts. We require Volunteer Receptionists, Mini Bus Drivers, Medical Transport Drivers, Youth Leaders, and Holiday Programme Leaders.

Tasks of the volunteer

- Reception duties- phone answering, record keeping, information and advice
- Volunteer Drivers – Drive people to medical appointments locally or in Christchurch when required. Drive Mini Bus shopper trips to Rangiora.
- Ox Box Youth – Supervision of youth at events. Transportation to and from events.
- Ox Box Holiday Programme – help with craft and cooking activities.

Time Commitment:

- Reception 2 hours a week
- Holiday programme 1 week a term
- Ox Box Youth leader every Friday evening during term time
- Volunteer Drivers as and when required

Volunteer Requirements

- Sense of humour
- Discretion, respect and empathy
- Good boundaries
- Able to have fun
- Relate to Youth
- Willingness to participate in training
- All expenses will be reimbursed
- Drivers licence required

- References required
- Police vetting required

## OXFORD HOSPITAL

*Phone:* 03 312 1100 *Fax:* 03 312 1101
*Physical Address:* 45 Park Avenue
OXFORD 7430
We Care.

**Volunteer Visitor:**
Tasks of the volunteer
- Talking to patients.
- Assist with activities.
- Take patients for walks.
- Assist to write letters and do tasks.

Volunteer requirements
- From 30 minutes to 2 hours
- Monday to Friday 1000 to 1500
- Patience
- Tolerance
- Cheerfulness
- References required
- Police vetting possibly required
- No expenses will be reimbursed

## PERCIVAL HOUSE – NORTH CANTERBURY MENTAL HEALTH RECOVERY SERVICE

*Phone:* 03 310 6509 *Fax:* 03 313 2495
*Email:* cater@psusi.org.nz *Web:* www.ps.org.nz/uppersouthisland
*Physical Address:* 126a Percival Street
RANGIORA 7400
*Postal Address:* PO Box 665
RANGIORA 7440

A day programme for people with depression, anxiety or any form of mental illness. A Presbyterian Support initiative.
The Group Programme is facilitated by trained professionals and meets four days a week Monday through Thursday commencing at 10.00am with morning tea and the morning session beginning at 10.30am and afternoon session finishing at 3.00pm.
The service provides a variety of group and individual sessions focusing on recovery, education and life skills i.e. healthy cooking, budget advice, trips, arts and crafts, gardening and personal development.
A monthly programme calendar is available in advance. For referral: Self, GP or other Health Professional, Family member or Friend.

## PRESBYTERIAN SUPPORT UPPER SOUTH ISLAND

*Phone:* 03 313 8588 *Fax:* 03 313 7424
*Email:* kayev@psusi.org.nz *Web:* www.ps.org.nz/uppersouthisland
*Physical Address:* Ngawi Thompson Centre
258 High Street
RANGIORA 7400
*Postal Address:* PO Box 665
RANGIORA 7440

Presbyterian Support (Upper South Island) is a Christian social service agency working for a just society. We will target services to unmet needs. We will advocate for recognition and resolution of problems. We will work to make a lasting difference. We will work in partnership with others. We will work in holistic ways. We will respond to changing needs.

**Totara Club Volunteers:**

Tasks of the volunteer

- Assist Totara Club paid staff with food preparation, following instructions regarding health and safety
- Wash and put dishes away
- Assist with activities for older people in a day centre setting

Volunteer requirements

- Half a day a fortnight
- Respect, empathy for, and interest in, older people
- Willingness to participate in training
- Where expenses are incurred, such as for driving own vehicle, will be reimbursed
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- Drivers licence not required
- References required
- Police vetting required

**LINK Volunteers:**

Tasks of the volunteer

- Assist paid LINK staff to provide a day programme for people with mental health issues
- Make cups of tea etc. and wash dishes
- Be scrupulously honest and have good boundaries
- Assist with activities as guided by paid staff

Volunteer requirements

- Half a day a fortnight, on a Monday, Tuesday , Wednesday or Thursday
- Respect, empathy for, and interest in, people with mental health issues.
- Willingness to participate in training
- Where expenses are incurred, such as for driving own vehicle, will be reimbursed
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- Drivers licence not required
- References required
- Police vetting required

**Transport Service Volunteers:**

Tasks of the volunteer

- Drive older or disabled people to medical appointments locally or in Christchurch
- Phone the client as soon as possible after agreeing to drive them
- Be absolutely reliable about taking clients to their appointments, or let coordinator know if unavailable
- Pick client up from their home, stay with them in their appointment if they require this, and drop them home again

Volunteer requirements

- As needed. Sometimes there can be long waits at the hospitals
- Respect, empathy for, and interest in, older people
- Willingness to participate in training
- Clear drivers licence required, class 1
- Ability to assist frail older or disabled people in and out of cars (training provided)
- Expenses will be reimbursed
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- References required
- Police vetting required

**Visitors' Service Volunteers:**

Tasks of the volunteer

- Visit older people in their own homes
- Phone the client if not able to visit any week
- Be scrupulously honest, and have good boundaries

- Possibly take client shopping, with agreement from coordinator, client and volunteer

Volunteer requirements

- As needed. Up to two hours per week
- Respect, empathy for, and interest in, older people
- Willingness to participate in training
- Clear drivers licence required, class 1
- Ability to assist frail older or disabled people in and out of cars (training provided)
- Expenses will be reimbursed when own vehicle is used
- Occasionally a client speaks another language, in which case it would be great to have someone to speak to them in their own language
- References required
- Police vetting required

## RANGIORA BUDGET ADVISORY SERVICE INC

*Phone:* 03 313 3505 *Fax:* 03 313 3505
*Email:* rangiorabudget@gmail.com
*Physical Address*: War Memorial Hall
1 Albert Street
RANGIORA 7400
*Postal Address:* PO Box 351
RANGIORA 7440

Empowering individuals and families to manage their finances most effectively, in a free, confidential environment

Tasks of the volunteer

- Prepare budget, Cash Flow and Debt Schedule
- Assist client with creditors
- Provide financial advice

Volunteer Requirements

- Time commitment varies per week and per client
- Empathy and Listening Skills
- Expenses will be reimbursed
- Drivers Licence required
- References required
- Police vetting required

## RANGIORA CRIME CAMERAS

*Phone:* C/- Robbie Brine, Rangiora Police Station, 03 313 6167
*Email:* Robert.brine@police.govt.nz
*Physical Address:* Rangiora Police Station

High Street
RANGIORA 7400
*Postal Address:* PO Box 5
RANGIORA 7440

Volunteer crime camera operator required. Our volunteers have a passion for our local community. They want our town to be safe for all. By monitoring the cameras, working closely with the Police and Community Watch, we help this to happen.

Tasks of the volunteer

- Monitor cameras that are positioned around Rangiora
- Cameras operate by computer/mouse
- Write up occurrences viewed
- Advise Police or Community Watch
- Some radio work

Volunteer requirements

- Friday/Saturday nights 10pm – 2am (max.) rostered approximately one duty/month in teams of two
- Can work in a two-person team
- Observes confidentiality
- No expenses will be reimbursed
- Drivers licence not required
- Police vetting required

## RANGIORA & DISTRICT PAKEKE LIONS CLUB

*Phone:* 03 327 4226
*Email:* pamac@clear.net.nz
*Postal Address:* C/o Pamela MacFarlane
5 McAllister Place
KAIAPOI 7630

Provide extra funds for Health, Youth and Disasters , e.g. Flood, earthquake. Give assistance with charity fund raising and to elderly

Tasks of the volunteer

- Funds to raise money to help community and world emergencies

Volunteer requirements

- Time commitment – when necessary
- Expenses reimbursed partly with fund raising
- Membership of the Lions required
- Some physical work involved
- No expenses will be reimbursed
- No drivers licence required

- References required
- Police vetting required

## RANGIORA SALVATION ARMY

*Phone:* 03 313 6947 *Fax:* 03 313 2370
*Email*: Rangiora_corps@nzf.salvationarmy.org
*Physical Address:* 15 Albert Street
RANGIORA 7400
*Postal Address:* PO Box 288
RANGIORA 7440

Assistant required for a variety of jobs. The Salvation Army aims to preach the gospel and meet human need without discrimination; to care for people, transform lives and work to reform society by alleviating poverty, challenging evil, injustice and oppression.

Tasks of the volunteer

- Helping in community
- Helping in Family Store
- Helping with other programmes

Volunteer requirements

- From 3-4 hours per week
- No expenses will be reimbursed
- No drivers licence required
- References required
- Police vetting may be required, depending on area of involvement

## RANGIORA STROKE CLUB

*Phone:* 03 327 2219
*Email:* kebar@clear.net.nz
*Physical Address:* 17A Reay Place
KAIAPOI 7630

Volunteer helper required to provide support to stroke survivors and carers

Tasks of the volunteer

- Set up meeting room
- Interact with all members
- Preparing tea/coffee and lunch break
- Clean up at close of session

Volunteer requirements

- Three hours, twice a month (first and third Tuesday)
- Patience, willingness to listen, common sense
- Out of pocket expenses will be reimbursed, and mileage when transporting members
- Drivers licence not necessarily required, but is an advantage

## RANGIORA TOY LIBRARY

*Email:* rangioratoylibrary@gmail.com
*Physical Address:* 1 Blackett Street
RANGIORA 7400
*Postal Address:* PO Box 753
RANGIORA 7440

Committee members required to help the Toy Library to provide safe, educational and cost-effective toys to the families of Waimakariri, for children aged 0-5 years

Tasks of the volunteer

- Assist in day-to-day running
- Fund-raising and promotions

Volunteer requirements

- Meetings once a month – 2 hours, and tasks as allocated
- Group working
- Expenses not reimbursed, unless previously agreed
- Drivers licence not required

## TEAR FUND

*Phone:* 03 313 8455 *Fax:* 03 313 8455
*Email:* bruce@tearfund.org.nz *Web:* www.tearfund.org.nz
*Physical Address:* 4 Wiltshire Court
RANGIORA 7400

Office Assistant needed.

Tasks of the volunteer

- Typing
- Filing
- General office administration
- Use of computer

Volunteer requirements

- As available Wednesday-Friday
- Computer literate
- Honest and reliable
- Cheerful attitude
- Expenses will be reimbursed
- Drivers licence not critical
- References required

# Community Groups

## HOPE COMMUNITY CAFÉ

*Phone:* 03 313 4997 *Fax*: 03 313 4553
*Email:* community.ministries@rbc.net.nz
*Physical Address*: 113 East Belt
RANGIORA 7400
*Postal Address:* PO Box 417
RANGIORA 7440

The Hope Community Café is run as a donation café and is open Tuesday to Friday 9.30am – 2pm for coffee and light refreshments at Rangiora Baptist Church, 113 East Belt. Its aim is to build social connections, breakdown social isolation, offer information and provide a safe space for people to meet and connect. Hope Community Café also provides access to a Food Bank, Budgeting Service, Counselling, Rangiora Community Garden, Craft Group and Foot Clinic, run by Rangiora Baptist Church.

## KAIAPOI COMMUNITY GARDEN

*Email:* kaiapoicg@xtra.co.nz
*Postal Address:* C/o H Roberts
200 Rangiora-Woodend Road
KAIAPOI 7691
*Location*: Kaiapoi Borough School Grounds
Hilton Street, KAIAPOI 7644

To help and assist people to grow vegetables and fruit for themselves and the community.

Tasks of the volunteer

- Gardening
- Harvesting
- Developing garden

## KAIAPOI PROMOTION ASSOCIATION

*Cell:* 027 241 9987
*Email:* kaiapoipromo@xtra.co.nz *Web:* www.kaiapoi.org.nz
*Postal Address:* PO Box 130
KAIAPOI 7644

Kaiapoi Promotion Association works with community groups, residents, sports groups, schools, businesses etc. to build the community well-being by promoting inclusion and the development of stronger relationships.

Volunteer requirements
The Association is involved in many events in and around Kaiapoi, including the annual Kaiapoi Carnival. Volunteers are essential for the success of these events. Duties may include attending meetings, set up on day, clean up, marshalling Santa Parade. Whether it is an hour or several house, any skill level is welcomed, your involvement would be greatly appreciated. Expenses may be reimbursed by prior arrangement and approval.

## OXFORD & DISTRICTS LIONS CLUB

*Phone:* President Rob MacFarlane 03 312 3060
*Postal Address:* PO Box 38
OXFORD 7443

Serving our youth and the Oxford district in any way we can

Volunteer requirements
- One evening meeting monthly
- Expenses will not be reimbursed

## RANGIORA COMMUNITY GARDEN

*Phone:* 03 313 9438
*Email:* rangioracommunitygarden@snap.net.nz
*Web:* www.rangioracommunitygarden.org.nz
*Physical Address:* 115 East Belt
RANGIORA

The Rangiora Community Garden would like to encourage members of our community to come and share your knowledge and wisdom, learn from each other and grow together. Our vision statement is “growing a great community through connection, strength and interdependence to nourish and enrich people’s lives”.
The Garden is open from 9am to 3pm Tuesdays, Wednesdays & Thursdays.

Tasks of the volunteer (choose any from the list below)
- Gardening
- Maintenance
- Harvesting
- Weeding

Volunteer requirements
- Whatever time you can give
- Suitable for someone with limited English skills
- No expenses will be reimbursed
- An interest in learning about gardening

## WOODEND SPRING FLOWER SHOW COMMITTEE

*Phone:* C/- 03 314 9195
*Email:* pagets@xtra.co.nz
*Physical Address:* Woodend Community Centre
*Postal Address:* C/- Evelyn E Paget, President
RD 1
AMBERLEY 7481

Organising the Annual Show to provide opportunities for members of the community including children to display/show daffodils, flowers, cookery, preserves, vegetables, crafts and photography.

<u>Volunteer requirements</u>

- Bi-monthly meetings February-April. Monthly meetings May-September.
- Arrange date of Show.
- Book venue.
- Arrange schedule, judges, prizes, and advertising.
- Suitable for someone with limited English.
- Expenses will not be reimbursed.

# Recreational Activities

## KAIAPOI WALKERS

*Phone:* 03 327 3995
*Email:* june.bryan@snap.net.nz
*Postal Address:* 2 Beswick Street
KAIAPOI 7630
Walks all over Canterbury
Short Walkers: Tuesdays 9am to noon
Medium Walkers: Wednesdays 9am to 3pm
Long Walkers: Tuesdays 9.30am to 4pm

## KAIAPOI MENZ SHED

*Phone:* 03 327 3681 or 03 327 2985
*Cell*: 027 421 7620 or 022 650 3899
*Postal Address:* Sean Milne
9 Strachan Place
RANGIORA 7440

## KAIAPOI TOASTMASTERS

*Phone:* Daytime – Richard - 03 339 9222
Evenings – Emily – 03 312 0535
Anytime – Emily – 027 229 0156

## NORTH CANTERBURY TECORIAN SPEAKERS

*Phone:* Robin Fisher 03 312 8824 OR Susan Peach 03 312 9030
*Email:* robinfisher@xtra.co.nz *Web:* www.tecorianspeakers.org.nz

North Canterbury Tecorian Speakers is a club where you can gain confidence in public speaking and learn business meeting procedures. Improve your listening skills, learn to think on your feet, expand your knowledge and have fun – in a relaxed and friendly atmosphere.
We welcome members from teens on. Meetings are held evenings 2nd and 4th Mondays of the month in Rangiora

## RANGIORA BAPTIST CHURCH CRAFT GROUP

*Phone:* 03 313 8589
*Email:* mavisanne1@xnet.co.nz
*Physical Address:* 111 East Belt
RANGIORA 7400
*Postal Address:* PO Box 417
RANGIORA 7440

Mission Statement: To provide a caring environment to enable the learning of new craft skills, the sharing of abilities and ideas, fostering of friendships and have the opportunity to share the love of God.
Tutor required.

Tasks of the volunteer

- Tutoring of craft classes

Volunteer requirements

- Two hours 9.45am – 12.45pm Wednesdays during school term
- Mileage and bus fare reimbursed if out of town
- Drivers licence not required

## RANGIORA MENZ SHED

*Phone:* 03 313 6706
*Email:* glengarry@clear.net.nz
*Web:* http:/users.actrix.co.nz/Cornelius/menz/index.htm
*Physical Address:* Rangiora A & P Showgrounds
RANGIORA
*Postal Address:* 9 Strachan Place
RANGIORA 7440

The purpose of "The Shed" is for men of all ages to be able to meet socially, and possibly work together on tasks for the benefit of the community, with the added potential opportunity to learn new skills. Anny man may apply for membership of "The Shed". Rangiora is only the location of "The Shed" and membership is not restricted to residents of Rangiora.

Tasks of the volunteer

- Woodworking
- Metalworking
- Mechanical
- General Maintenance

Volunteer requirements

- Currently meet each week, Wednesday & Friday mornings (9-12)
- Drivers licence not required
- Suitable for someone with limited English skills

## RANGIORA TOASTMASTERS' CLUB

*Phone:* 03 310 0542 *Cell:* 021 737 402
*Freephone:* 0800 736 753 (0800 PEOPLE)
*Email:* sezlodge@g.mail.com
*Web:* www.rangioratoastmasters.org.nz

The mission of a toastmasters' club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

Volunteer requirements

- Every Tuesday evening 7.30pm – 9pm, Mainpower Oval, Rangiora
- Expenses will not be reimbursed
- Drivers licence not required
- Suitable for someone with limited English

# Emergency Services

## COAST GUARD WAIMAKARIRI/ASHLEY LIFEBOAT

*Phone:* 03 327 6913 (only in emergency)
*Cell:* 027 390 8362
*Web:* www.coastguardsouth.org.nz
*Physical Address:* Tom Ayers Drive
KAIAPOI 7360
*Postal Address:* PO Box 110
KAIAPOI 7360

Our Mission is to save lives at sea.

Tasks of the volunteer

- Administration
- Maintenance
- Fund raising
- Lifeboat Crew
-

Volunteer requirements

- Regular training – 2 hours per month
- Administration skills
- Boating experience
- Engineering skills
- Police vetting required

## OXFORD VOLUNTEER FIRE BRIGADE

*Phone:* 03 312 4005 *Fax:* 03 312 4695
*Cell:* 027 297 7564 *Freephone:* 0800 371 3600 CHCH
*Email:* Trevor.Ealam@fire.org.nz *Web:* www.fire.org.nz
*Physical Address:* Burnett Street
OXFORD 7430
*Postal Address:* PO Box 13
OXFORD 7443

The Fire and Rescue Service aims to reduce the incidence and consequence of fire and to provide a professional response to other emergencies.

Tasks of the volunteer

- Working with communities to protect what they value

Volunteer requirements

- About 5 hours per week plus incidents
- At least 2 years commitment to the Brigade
- Some expenses will be reimbursed

## KAIAPOI VOLUNTEER FIRE BRIGADE

*Phone:* 03 327 7399 *Fax:* 03 327 4383
*Web:* www.nzfireservice
*Physical Address:* 51 Hilton Street
KAIAPOI 7630
*Postal Address:* PO Box 69
KAIAPOI 7644

Our Mission Statement is to serve the Community.

Tasks of the volunteer

- Emergency Services

Volunteer requirements

- 24/7 everyday
- Fully trained/training received
- Expenses will not be reimbursed
- Drivers licence required
- References required
- Police vetting required

## WAIMAKARIRI DISTRICT CIVIL DEFENCE EMERGENCY MANAGEMENT

*Phone:* 03 311 8900 *Fax:* 03 313 4432 *Cell:* 021 480 829
*Email:* civil.defence@wmk.govt.nz *Web:* www.waimakariri.govt.nz

*Postal Address:* Waimakariri District Council
Private Bag 1005
RANGIORA 7440

Resilience builds safer communities.

Roles for civil defence volunteers

- Sector Post Team – gathers information of local damage/issues and provides physical assistance to those in need
- District Welfare Team – provides initial social services support from a centralized facility in concert with a range of Government social services agencies
- NZ Response Team 12 (NZRT) – multi-skilled rescue and emergency response
- Volunteers of the Day – do not meet or train during the year; they simply turn up on the day of an emergency to offer their time and labour wherever it can be of use

Volunteer training requirements- (excludes Volunteers of the Day)

- 2 hour training sessions once a month, with the probability of a field exercise twice a year
- Willing to give of your time
- Compassionate to the personal needs of distressed people
- Must be a team player

# Conservation/Environment

## KEEP RANGIORA BEAUTIFUL

*Phone:* C/o Waimakariri District Council 03 313 6136 or Secretary/Treasurer 03 313 6498
*Email:* randbmackie@kinect.co.nz
*Postal Address:* 25A George Street
RANGIORA 7400

Beautification of Rangiora – liaise with Waimakariri District Council regarding annual plan; street tree suggestions; report damage to trees, etc Currently planting areas in the south west corner of the A & P Showgrounds, Northbrook Studios and New World carpark

Tasks of the volunteer

- Meetings – last Tuesday in the month – 1 ½ hours
- Working bees – 2-3 hours, once a month

Volunteer requirements

- Physically able to dig small holes
- Expenses will be reimbursed for mileage & on special occasions only
- Suitable for someone with limited English skills

## PARKS AND RESERVES VOLUNTEER GROUPS

If you would like to be a volunteer in a reserve, please contact the Advisory Group person for more information.

**Cust Domain Advisory Group**: Phone 312 5839. Address: Ingleside, 184 Mill Road, RD 1, RANGIORA 7471. Contact: Bernard Kingsbury

**East Eyreton Domain Advisory Group:** Phone 312 6088. Address: 649 South Eyre Road, RD 2, KAIAPOI 7692. Contact: Brian McIndoe

**Gladstone Park Advisory Group:** Phone 312 7439. Address: 250 Woodend Beach Road, RD 1, KAIAPOI 7691. Contact: Mark Patterson

**Lees Valley School Reserve Advisory Group:** Phone 312 4364. Address: Cronsdale, Lees Valley, Private Bag, OXFORD 7443. Contact: Marilyn Dalzell.

**Loburn Domain Advisory Group:** Phone 312 8666. Address: 182 Carrs Road, RD 2, RANGIORA 7472. Contact: Jenny Preen

**Matawai Park Advisory Group:** Phone 313 8364. Address: 26 Gladstone Road, WOODEND 7610. Contact: Nancy Kerr

**Ohoka Domain Advisory Group:** Phone 312 6445. Address: 403 Whites Road, Ohoka, RD 2, KAIAPOI 7692. Contact: Edward Hamilton.

**Pearson Park Advisory Group:** Phone 312 4248. Address: 4123 South Eyre Road, RD 1, OXFORD 7495. Contact: Barbara Thompson

**Pines and Kairaki Beaches Association:** Phone: 327 6662. Address: 15 Rinaldi Avenue, Pines Beach, KAIAPOI 7630. Contact: Peter Midgley

**Sefton Domain Advisory Group:** Phone 314 4319. Address: 133 Costello's Road, The Peaks, RD 1, HAWARDEN 7385. Contact: Ian Ford

**Swannanoa Domain Advisory Group:** Phone 027 4814 689. Address: 42 Ohoka Meadows Drive, RD 2, KAIAPOI 7692. Contact: Steve Taylor

**View Hill Domain Advisory Group:** Phone 312 4902. Address: Green Valley, 850 Woodside Road, RD 1, OXFORD 7495. Contact: Tracey Roberts

**Warren Reserve Advisory Group** Phone: 312 4895. Address: 431 Woodstock Road, RD 1, OXFORD 7495. Contact: Mel Brooker

**Whites Road Reserve Advisory Group:** Phone 312 6664. Address: 216 Whites Road, RD 2, KAIAPOI 7692. Contact: Elaine Mawhinney

# Sport

## HINEMOA – KAIAPOI HOCKEY CLUB

*Phone:* 03 327 6048 *Cell:* 021 207 3245
Email: annharper@slingshot.co.nz
*Physical Address:* Kaiapoi Park
Smith's Street
KAIAPOI
*Postal Address:* C/- 9 Greens Road
RD 1, KAIAPOI 7691

Our aim is to provide the sport of Hockey for the enjoyment of those who want to learn or participate in the game.

Tasks of the volunteer

- Coach – Junior Players
- Communicator for all teams – Club Captain

Volunteer requirements

- Three hours per week during winter – 1 hour practice, game & travel
- Communication skills
- Flexible hours after school
- Reimbursement of expenses negotiable
- Could be suitable for someone with limited English if they have skills to coach and play hockey (Action rather than words.)
- Drivers licence required
- Police vetting required if unknown to club

## NORTH CANTERBURY JUNIOR BASKETBALL ASSOC

*Phone:* 03 311 8882 *Fax:* 03 311 8881
*Email:* basketball.ncjba@rangiorahigh.school.nz
*Web:* www.northcanterburybasketball.org.nz
*Physical Address:* AMI Sports & Recreation Centre
East Belt
RANGIORA 7400

## NORTHERN AGRICULTURAL & PASTORAL ASSN

*Phone:* 03 313 6945 *Fax:* 03 313 1003
*Email:* d.n.cameron@xtra.co.nz *Cell:* 027 260 3418
*Physical Address:* Ashley Street
RANGIORA 7400
*Postal Address:* PO Box 175
RANGIORA 7440

The Northern Agricultural & Pastoral Association aims to be the best A & P Association in New Zealand, providing first class multi-purpose facilities. We require Show Day Assistants.

Tasks of the volunteer

- Set up for show time (various tasks)
- Assisting at show time

Volunteer requirements

- Support on roster for showdays
- Be prepared to give anything a go with a smile
- Expenses not reimbursed but meals provided when assisting at show time
- Drivers licence not required
- References required

## OXFORD CRICKET CLUB

*Phone:* 027 254 2211 (David Fulton, Secretary)
*Email:* davidhfulton@yahoo.co.nz
*Physical Address:* Pearson Park
OXFORD 7430
*Postal Address:* C/- David Fulton
5/82 Southampton Street
Beckenham
CHRISTCHURCH

Oxford Cricket Club aims to provide quality cricket and social opportunities to the community. We require a Groundsman Assistant.

Tasks of the volunteer

- Water pitches
- Roll pitches
- Mowing
- Machinery maintenance

Volunteer requirements

- Three hours per week
- Possibly suitable for someone with limited English
- Drivers licence not required

## RANGIORA BMX CLUB

*Phone:* 03 312 6354
*Email:* secretary@rangiorabmx.co.nz *Web:* RangioraBMX.co.nz

The Rangiora BMX Club aims to encourage people into a healthy family sport that can be participated in from under 5 years old to 40 and over.

**Shop Manager:**

Tasks of the volunteer

- Purchase stock for the shop
- Run the shop on Rangiora Club Days (one Sunday each month, and on certain special meetings, but all dates are calendared for the season)

Volunteer requirements

- Eight hours per month from September to April
- Good with handling money and dealing with people
- Expenses will not be reimbursed
- Drivers licence not required

**Caretaker:**

Tasks of the volunteer

- Help organise to tidy the track prior to home race meetings
- Mow small grass area/weed gardens by arrangement

Volunteer requirements

- Eight hours per month from September to April
- Good with dealing with people
- Expenses will not be reimbursed
- Drivers licence not required

**Funding Officer:**

Tasks of the volunteer

- Apply to external funding agencies for money for our members to attend meetings in the North Island and follow through on audit procedures

Volunteer requirements

- Four hours per month from September to April
- Good at dealing with forms and writing letters
- Expenses will not be reimbursed
- Drivers licence not required

## RANGIORA NETBALL CLUB

*Email:* rangioranetball@hotmail.com
*Postal Address:* PO Box 657
RANGIORA 7440

Committee members required.

Tasks of the volunteer

- Attend committee meetings – monthly
- Any tasks that need completing or taking responsibility for

Volunteer requirements

- For netball season only possibly 2-3 hours per week at the most
- Expenses may be reimbursed – would have to be passed at meeting
- Drivers licence not required

## SARACENS RUGBY FOOTBALL CLUB INC.

*Phone:* 03 313 5139 *Fax:* 03 313 3020 *Cell:* 021 344 717
*Email:* enquiries@saracensrugby.co.nz
*Web:* www.saracensrugby.co.nz
*Physical Address:* A & P Showgrounds
Ashley Street
RANGIORA 7400
*Postal Address:* PO Box 133
RANGIORA 7440

Saracens Rugby Football Club Inc. aims to foster and promote the playing of rugby union within the Rangiora district in a safe and healthy environment.

Tasks of the volunteers

- Coaching Junior Rugby teams
- Managing Junior Rugby teams
- Junior Committee
- Fund-raising
- Grounds maintenance
- Food caravan sales assistants

Volunteer requirements

- Time commitments vary – contact the Club for details
- Coaching and Managing requires good communication skills
- Expenses will not be reimbursed
- Drivers licence a definite help but not essential
- Police vetting required for coaching and managing roles

# Information/Advising

## KAIAPOI BUDGET SERVICES

*Phone:* 03 327 9509 *Cell:* 027 205 1904
*Email:* kaiapoi.budget@xtra.co.nz *Web:* kaiapoi.familybudgeting.org.nz
*Physical Address:* 118 Williams Street
KAIAPOI 7630
*Postal Address:* PO Box 214
KAIAPOI 7644

"Education in Money Management is the ultimate aim".
We offer free, confidential, unbiased advice to anyone in need of Budgeting Support, no matter their income or personal circumstances

Tasks of the volunteer

- Budget Advisor
- Interview Clients and work with them to prepare a workable Budget
- When required, provide on-going advice and support
- We cover Woodend, Kaiapoi, Brooklands, Belfast
- Appointments are generally at out office

Volunteer requirements

- All Expenses associated with the performance of this role are reimbursed (mileage, phone, etc.)
- Not suitable for someone with limited English
- Full drivers licence required
- References required
- Police vetting required
- Training – 12 modules of 3 hours each
- Clients and meetings – a minimum of 16 hours per year

## KAIAPOI i-SITE VISITOR CENTRE

*Phone:* 03 327 3134 *Fax:* 03 327 3135
*Email:* info@kaiapoivisitorcentre.co.nz
*Web:* www.visitwaimakariri.co.nz
*Postal Address:* PO Box 80
KAIAPOI 7644

Promote activities and events that engender community identity amongst residents, in particular visitor information services. We require a volunteer support worker.

Tasks of the volunteer

- Tidy shelves, display stock
- Assist with pricing stock
- Restock brochures
- Assist with mail-outs

Volunteer requirements

- 3-4 hours per shift
- Volunteers are assessed and given tasks that they are comfortable with doing
- We supply a vest for volunteers to wear as part of our uniform
- Expenses are not reimburse
- Drivers licence not required
- References required – two if possible
- Police vetting required

## NORTH CANTERBURY CITIZENS ADVICE BUREAU INC.

*Phone:* 03 313 8822 *Fax:* 03 313 2301
*Freephone:* 0800 FOR CAB 0800 367 222
*Email:* cab.northcanterbury@xtra.co.nz

*Postal Address:* PO Box 264
RANGIORA 7440

Our mission statement:

1. To ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services available; or through an inability to express their needs effectively.
2. To exert a responsible influence on the development of social policies and services, both locally and nationally.

We require a volunteer CAB Worker.

Tasks of the volunteer

- Our volunteers respond to client enquiries
- He/she listens, provides information, discusses options and assists clients to reach a decision

Volunteer requirements

- Attendance at Basic Training Course (ten 3½ hour sessions – two mornings per week for a period of five weeks); one 2½ hour duty per week; attendance at monthly ongoing training
- Volunteers must be able to relate well with a diverse range of people, have good oral and written communication skills and be an effective listener. Members must also understand and maintain strictest confidentiality at all times and display non-judgemental and impartial attitudes.
- Expenses, mileage and bus fares will be reimbursed
- Drivers licence not required
- References required
- Police vetting required

## OXFORD COMMUNITY TRUST

*Phone:* 03 312 3006
*Email:* admin@oxfordtrust.co.nz *Web:* oxfordtrust.co.nz
*Physical Address:* 37 Main Street
OXFORD 7430

Oxford Community Trust is responsive to emotional, physical, financial and social needs at both individual and societal levels within Oxford and districts. We require a receptionist.

Tasks of the volunteer

- Greet clients
- Answer phones
- Record statistics
- Other jobs as delegated

Volunteer requirements

- Two hours per week
- Good communication skills
- Understanding of privacy laws and confidentiality
- If travel or other expenses are incurred while on Trust business they are reimbursed
- Drivers licence not required
- References required
- Police vetting required

## WAIMAKARIRI DISTRICT LIBRARIES

*Phone:* 03 311 8901
*Email:* mark.oconnell@wmk.govt.nz
*Web:* hhtp://libraries.waimakariri.govt.nz
*Physical Address:* 141 Percival Street
RANGIORA 7400
*Postal Address:* PO Box 386
RANGIORA 7440

We are fortunate to have almost 100 people volunteering for us on a weekly basis at our Rangiora, Kaiapoi and Oxford libraries. Volunteers assist us with the shelving of returned items as the library deals with approximately 40,000 returned items per month. Some volunteers assist by delivering materials to the housebound. Other avenues of participation are available through the Friends of the Library and the Libraries Trust. All of these contributions matter and make a real difference.

Library volunteers come from all walks and ages of life – some are new to the District and wanting to make connections in the community; others want to give something back to the place they have lived all of their lives. Volunteers greatly contribute to the positive experience and enjoyment of

the 400,000 people who visit and borrow from the libraries each year. If you'd like to join in, please visit your local library for more details.

## WOODEND COMMUNITY ASSOCIATION

*Phone*: 03 310 0334
*Email:* irvjean@xtra.co.nz *Web:*www.woodend.co.nz
*Physical Address:* C/o 6 Lacy Gate Place
WOODEND 7610

Woodend Action Group aims:

- To raise awareness and increase transparency of Woodend roading issues
- To promote the safety and wellbeing of the Woodend community
- To promote initiatives to develop community spirit in Woodend
- To provide an open forum and assistance for Woodend residents to seek help or advice in suggesting changes for the benefit of the community.

Tasks of the volunteer

- Assist at monthly last Saturday market
- Assist with September rubbish clean-up
- Deliver flyers
- Fund-raising
- Mural painting

Volunteer requirements

- Variable time commitment
- All skills can be utilised and matched to a task
- Expenses will not be reimbursed
- Suitable for someone with limited English
- Drivers licence not required

## Contact Details and How to Update or Include Information

A directory only has value to the community if the information it contains is kept up to date. Please assist us to maintain and improve the directory by completing and returning the following page to:

Madeleine Burdon
Waimakariri Volunteer Directory
Waimakariri District Council
215 High Street
Private Bag 1005
RANGIORA 7440

Email: madeleine.burdon@wmk.govt.nz

| ***Please complete the following if you wish to add a new organisation or if you wish to amend or correct the information contained in the directory for your organisation:*** | |
|---|---|
| Name of your organisation: | |
| Title of Volunteer Role | |
| Organisation Mission Statement:<br><br>*Please be aware that space in the Directory is limited so the description should be restricted to a maximum of 100 words.* | |
| Tasks to be done:<br>*(Please use bullet points)* | |
| Time Commitment: | |
| Location: | |
| Other Comments/Skills Required: | |
| Can this task be performed outside hours? | |
| Will Volunteer's expenses/mileage/bus fares be reimbursed? | |
| Task suitable for someone with limited English: | |
| Drivers Licence Required?<br>Class? | |
| References Required? | |
| Police Vetting Required? | |
| Organisation's Phone Number: | |
| Fax Number: | |
| Cell Phone Number: | |
| Free Phone Number: | |
| Email address: | |
| Web address: | |
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| Physical Address: | |
| Postal Address: | |
| Signed: | |
| Date: | |

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