

# Volunteering Guide



## **Settlement Support NZ**

Help migrants locate the information they require to settle into their local community.

3<sup>rd</sup> Floor 1136 Arawa Street, Rotorua

Tel: 07 348 4199 ext 7054    DDI: 07 3500 533    Email: [ssnzrotorua@rdc.govt.nz](mailto:ssnzrotorua@rdc.govt.nz)

Thursday clinic at Citizens Advice Bureau 10am – 1pm



## **Citizens Advice Bureau**

For free confidential impartial information and advice, both face-to-face and telephone.

Community House, 1115 Haupapa Street, Rotorua

Tel: 0800 367 222 or 07 348 3936

## **What is Volunteering?**

Volunteering is simple. It's about giving your time to do something useful, without getting paid. In many cases volunteers work alongside paid members of staff, complementing the work they do.

Volunteering is a two way process. As a volunteer you will have your own motivations and reasons for getting involved. A good volunteering organisation will ask you about your motivations and try to meet your needs as well as their own.

## **Why Volunteer?**

Volunteering gives you the opportunity to:

- Meet new people
- Learn new skills and gain useful experience
- Use your skills in something that you are interested in
- Give the others the benefit of your experience
- Practise English language skills
- Have fun!

Volunteers get the satisfaction of time and effort well spent, and seeing the results of the difference they make to their local community.

## **Top 5 tips to help you start volunteering**

Before you start, think about:

1. Why you want to volunteer?
2. What you want to do?
3. What skills do you have to offer?
4. What time you have to give?

Time commitments can vary from a one off effort for a specific project or event, to several hours each week or month. Be realistic about the time you can spare, and over what period. Do NOT over commit yourself. A reliable volunteer for a few hours a month can be more useful than someone whose availability is unpredictable and difficult to plan for.

5. Ask questions

Don't be shy about asking questions as you go through the process of applying to volunteer.

**Just try it – often the most difficult part to volunteering is making the first move.**

To find out more information, contact the organisations listed in this guide or contact the Citizens Advice Bureau. Tel: 0800 367 222 or 07 348 3936

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# ARTS

Organisation	Work	Requirements
<p><b>Rotorua Arts Village</b> 1240 Hinemaru St Rotorua</p> <p>Tel: 07 348 9008</p>	<p>Volunteers are required for:</p> <ul style="list-style-type: none"> <li>• Various administration work</li> <li>• Event setup and take down</li> <li>• Reception duties</li> <li>• Handyman</li> </ul>	None
<p><b>Casablanca Rotorua Musical Theatre</b> 122 Riri Street, Rotorua</p> <p>Contact: Shirley Young 027 471 2862 Richard Nairn 07 347 8658 (Home) Daphne Wood 07 345 5587 Terry Wood 027 621 1730</p>	<p>Volunteers can assist with: Bar Work, Dining Room, Fire Warden, Front of House, Lighting, Performing, Prompt, Props, Publicity, Set/Stage,. Sound, Wardrobe/Costumes</p>	None
<p><b>Rotorua Little Theatre (Shambles)</b> 8 Amohau Street, Rotorua</p> <p>Tel: 07 348 8614 Contact: Shirley Young Tel: 027 471 2862</p>	<p>Volunteers can assist with: Acting, Lighting, props, prompt, Ushering, Publicity, Directing, Sound, Set Construction, Front of House, Box Office, newsletter, Stage Manager, Wardrobe, Bar, Production Secretary, Suppers, Maintenance</p>	None
<p><b>Rotorua Museum of Art &amp; History</b> Queens Drive, Government Gardens Rotorua</p> <p>Tel: 07 340 1814 ext 7823 Contact: Ann Somerville Email: <a href="mailto:ann.somerville@rdc.govt.nz">ann.somerville@rdc.govt.nz</a> Web: <a href="http://www.rotoruumuseum.co.nz">www.rotoruumuseum.co.nz</a></p>	<p>Rotorua Museum volunteer guides engage the public, interpreting the stories of our Museum and teaching about our local history, geology, and Maori culture.</p> <p>We are looking for volunteers who enjoy interacting with the public.</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• A friendly, welcoming attitude</li> <li>• A willingness to learn</li> <li>• A professional demeanour</li> <li>• Adaptability to different learning styles and abilities</li> <li>• Ingenuity and imagination</li> </ul> <p>The training takes approximately three months and includes a 2 hour session once a week. Most of the sessions are held in the Museum, although there are also some field trips .</p> <p>After each class you will be provided with educational materials to read at home. These vary in length and complexity, and may take from 1 to 3 hours to absorb. In addition, you'll be given an assignment for the following week.</p> <p>You will be asked to be available for conducting tours one hour per week for one year.</p>

## BIRDS AND ANIMALS

Organisation	Work	Requirements
<p><b>SPCA</b> Society for the Prevention of Cruelty to Animals</p> <p>24 Old Taupo Rd, Rotorua Tel: 07 349 2955 Web: <a href="http://www.rotoruaspc.org.nz">www.rotoruaspc.org.nz</a></p>	<p>Duties include cleaning and feeding cats and dogs. Work involves lifting and can get wet, hosing down kennels.</p> <p>There are two hours shifts, one in the morning and in the afternoon, 7 days per week</p>	<p>Volunteers must be:</p> <ul style="list-style-type: none"> <li>• at least 15 years old</li> <li>• physically able</li> <li>• like animals</li> </ul>
<p><b>Kiwi Encounter</b> Fairy Springs Rd, Rotorua</p> <p>Contact: Toni Thompson Tel: 07 350 0440 ext 849</p> <p>Email: <a href="mailto:toni.thompson@rainbowsprings.co.nz">toni.thompson@rainbowsprings.co.nz</a> Web: <a href="http://www.kiwiencounter.co.nz">www.kiwiencounter.co.nz</a></p>	<p>Kiwi Encounter operates a captive kiwi breeding programme.</p> <p>Volunteers are needed to take groups to view the kiwi hatchery. Extra help within the facility is available at certain times of the year.</p>	<p>You need to be:</p> <ul style="list-style-type: none"> <li>• outgoing and eager to learn,</li> <li>• have a keen interest in kiwi</li> <li>• an ability to speak to a group</li> </ul>
<p><b>Wingspan Birds of Prey,</b> 1164 Paradise Valley Road, Rotorua</p> <p>Wingspan has been established for the research, captive management, rehabilitation and public awareness of NZ birds of prey.</p> <p>Email: <a href="mailto:wingspan@xtra.co.nz">wingspan@xtra.co.nz</a> Web: <a href="http://www.wingspan.co.nz">www.wingspan.co.nz</a></p>	<p>Vacancies are sometimes available during spring and summer.</p> <p>The work is varied and ranges from cleaning to monitoring released birds and wild breeding pairs.</p> <p>To register an interest, write to Wingspan stating your experience, references and background.</p>	

# COMMUNITY

Organisation	Work	Requirements
<p><b>Citizens Advice Bureau</b> Community House, 1115 Haupapa St, Rotorua</p> <p>Contact: Jane Eynon-Richards Tel: 07 348 3547 Email: <a href="mailto:cab.rotorua@org.nz">cab.rotorua@org.nz</a> Web: <a href="http://www.cab.org.nz">www.cab.org.nz</a></p>	<p>Provide information and advice to the public, both face to face and telephone.</p> <p>There are lots of benefits from being a volunteer:</p> <ul style="list-style-type: none"> <li>• It's a chance to learn about the services in your community</li> <li>• You meet people</li> <li>• You have the satisfaction of helping people</li> <li>• You develop new skills, which may help you into paid employment</li> </ul> <p>Volunteers work one shift of 2-3 hours /week.</p>	<p>You don't need formal qualifications or specific work experience to be a CAB volunteer. The CAB will provide you with basic and ongoing training and the most up-to-date information and resources available, to enable you to provide the CAB service to the public.</p> <p>What's important is that you are:</p> <ul style="list-style-type: none"> <li>• Confident using English language skills</li> <li>• Able to listen</li> <li>• Open-minded</li> <li>• Keen to learn</li> <li>• Interested in people</li> <li>• Eager to help others</li> <li>• Interested in sharing information</li> <li>• Wanting to learn about your community</li> <li>• Able to make a regular time commitment</li> </ul> <p>A training course is held once a year and runs over a 6 week period. Contact the Bureau for dates and time.</p>
<p><b>Community Patrols NZ</b> A community patrol is a voluntary group of people, who work to reduce crime and build safer communities.</p> <p>There are 2 community patrols in Rotorua.</p> <p><b>1. Rotorua Western Heights</b> Western Heights Community Police Brookland Road, Western Heights Tel: 07 349 2949</p> <p>Contact: Mike Fournier Tel: 07 349 2120</p> <p><b>2. Ngongotaha Moreporks</b> Tauki Street, Ngongotaha Contact: Mary Rogerson Tel: 07 357 2454</p> <p>To join a patrol group, contact the nearest Police station.</p> <p>Web: <a href="http://www.communitypatrols.org.nz">www.communitypatrols.org.nz</a></p>	<p>The group is made up of people willing to give some of their time, and take a little bit of responsibility within their own community, to help the New Zealand Police make their community a safer environment in which to live.</p> <p>Community patrols act as 'eyes and ears' only, patrolling their community in pairs, either by day or night, noting anything that could be suspicious, and reporting it to the Police.</p>	<p>Anyone who has a caring attitude to their community may offer their services.</p> <p>Applicants are vetted by the Police, and complete training, usually over a 3 month period.</p> <p>Volunteers usually work to a roster over a period of a month or so,</p>
<p><b>Parksyde Older Persons Community Centre</b> 7-9 Tarewa Place, Rotorua</p> <p>Tel: 07 348 9892</p>	<p>Duties include preparing vegetables, setting tables, washing dishes, or working at the reception.</p>	<p>Pleasant personality</p>

## COMMUNITY (cont)

Organisation	Work	Requirements
<p><b>Progress Ngongotaha Kokiri Ngongotaha Inc</b> PO Box 113, Ngongotaha 3041</p> <p>Contact: David Auty Tel: 07 357 5733 Email: <a href="mailto:progress@ngongotoha.co.nz">progress@ngongotoha.co.nz</a></p>	<p>Promoting Ngongotaha as a vibrant place to live and work</p> <p>Volunteers required for:</p> <ul style="list-style-type: none"> <li>• Restoration of stream</li> <li>• Art sculpture on public holidays</li> <li>• Street parties</li> <li>• Keeping the local community informed</li> </ul>	<p>Interested in improving the local community in Ngongotaha.</p>
<p><b>Rotorua Public Library</b> 1127 Haupapa Street, Rotorua</p> <p>Tel: 07 348 4177 Web: <a href="http://www.rotorualibrary.govt.nz">www.rotorualibrary.govt.nz</a></p>	<p><b>Library House Bound Drivers</b> Volunteers are rostered once every 6 weeks to deliver books to housebound people.</p> <p><b>Friends of the Library</b> Volunteers price and sell books at Kuirau Park market on 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month. They may also be required to prepare New Entrant packs for school children.</p>	<p>Volunteers must use their own car and have a current drivers licence.</p> <p>Fill in a membership form (available from the Library Help Desk) and the Friends will post out the newsletters and invitations to events. Subscriptions may be sent to The Friends of the Library, c/- Rotorua Public Library, Private Bag 3029, Rotorua 3046, or left at the Library Office. Membership is annual from January 1st each year \$20 per family.</p>
<p><b>Red Cross</b> Red Cross rely on the support of Volunteers to be able to help vulnerable people who can not always help themselves.</p> <p>Red Cross Rotorua Cnr Lake Road and Rangioru Street Tel: 07 3483738 Email: <a href="mailto:rotorua@redcross.org.nz">rotorua@redcross.org.nz</a></p>	<p>In Rotorua these are some of the key areas that our team of great volunteers help the community currently.</p> <ul style="list-style-type: none"> <li>• Volunteering in our 2nd Hand shop, collecting, sorting and selling second hand clothing, bedding, toys and other goods.</li> <li>• Sorting through donated books and magazines and delivering them to the hospital and our shop.</li> <li>• Collect donations door-to-door in our Annual Appeal.</li> <li>• Helping to sell our Spring Lottery tickets</li> <li>• Provide support to the elderly in Retirement homes, who for whatever reason don't get a lot of Family or Friends visiting and supporting them.</li> </ul>	<p>We ask for a minimum commitment of 2 hours a fortnight, full training is given. Volunteers work with the therapist to support with group activities and spending time one on one with residents.</p>

## COMMUNITY (cont)

Organisation	Work	Requirements
<p><b>Salvation Army</b> Community House, 1115 Haupapa Street, Rotorua Tel: 07 346 8113 Email: <a href="mailto:salarmy.rotorua@xtra.co.nz">salarmy.rotorua@xtra.co.nz</a></p> <p><b>Rotorua Corps</b> 271 Old Taupo Road, Rotorua Tel: 07-3468077 Email: <a href="mailto:robert_barlette@nzf.salvationarmy.org">robert_barlette@nzf.salvationarmy.org</a></p> <p>Web: <a href="http://www.salvationarmy.org.nz">www.salvationarmy.org.nz</a></p>	<p>Assist with various community programmes.</p> <ul style="list-style-type: none"> <li>• Data entry</li> <li>• Administration</li> <li>• Preparing food parcels</li> <li>• Budget advice</li> <li>• Providing transport</li> <li>• Caring for those who are house-bound or the elderly with home help</li> <li>• Providing meals</li> <li>• Sorting clothing</li> <li>• Sales assistants in our family stores</li> </ul>	<p>All volunteer applicants are interviewed and if necessary screened. If a position is available they sign our Volunteer Contract, are given a general orientation and where required, training is provided</p>
<p><b>St John Volunteer</b> Pererika St, Rotorua</p> <p>Contact: Marie Scott Tel: 07 347 8837 Email: <a href="mailto:mariescott@stohn.org.nz">mariescott@stohn.org.nz</a></p> <p>Web: <a href="http://www.stjohn.org.nz/volunteer">www.stjohn.org.nz/volunteer</a></p> <p>Register your interest online at <a href="http://www.stjohn.org.nz/volunteer/apply.aspx">www.stjohn.org.nz/volunteer/apply.aspx</a></p>	<p><b>Key volunteer roles:</b></p> <p><b>Calling Carer</b> Provides the elderly who are alone or without friends and family with a free daily long-term telephone friendship.</p> <p><b>Friend of the Emergency Dept</b> Provide comfort, information and support to patients and their relatives who are awaiting or undergoing treatment in hospital emergency departments.</p> <p><b>Health Shuttle Driver</b> Transport patients to any medical related appointment.</p> <p><b>Youth Leader</b> Leaders teach skills in a variety of areas to young people between the ages of 6 and 18 years. Also develop your own life skills: leadership, people management, understanding kids and teenagers, as well as practical skills in health and medical emergencies</p>	<p>10 minutes of your time every day.</p> <p>Once trained as a Friend of the Emergency Department you will be rostered to work varying shifts in a hospital where this service is provided.</p> <p>Current driver's license.</p> <p>Key requirements:</p> <ul style="list-style-type: none"> <li>• Tons of energy, a sense of adventure and a positive can do attitude</li> <li>• An interest in the development of young people</li> </ul> <p>Requirements for all roles:</p> <ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• A compassionate and caring nature</li> <li>• Tact and sensitivity</li> <li>• An appreciation of different cultures, groups and age.</li> </ul>

## COMMUNITY (cont)

Organisation	Work	Requirements
<p><b>Victim Support</b>            Victim Support provides 24hr emotional support, personal advocacy and information to all people affected by crime and trauma.</p> <p>Tel: 07 349 9471            0800 842846</p> <p>Email: <a href="mailto:rotorua@victimsupport.org.nz">rotorua@victimsupport.org.nz</a>            Web: <a href="http://www.victimsupport.org.nz">www.victimsupport.org.nz</a></p>	<p>Assisting victims of crime and trauma</p>	<p>The only qualifications required are a great deal of dedication and commitment, and a caring and compassionate nature.</p> <p>Potential workers are interviewed, screened and complete 50 hours training before beginning their duties.</p> <p>Our training covers self-awareness, listening and communication skills, coping with grief, death, dying, loss and trauma, and understanding legal, court, hospital and police procedures. Monthly training in further specialist areas is also provided.</p>

# CONSERVATION

Organisation	Work	Requirements
<p><b>Haumarana Springs Incorporated Society</b> The group was formed to return Haumarana Springs to their former glory.</p> <p>Contact: Bruce Meikle Tel: 07 332 2556 Email: <a href="mailto:bruce.meilke@eves.co.nz">bruce.meilke@eves.co.nz</a></p>	<p>Volunteers are involved with:</p> <ul style="list-style-type: none"> <li>• Clearing rubbish,</li> <li>• Planting native trees</li> <li>• Developing new walkways and signage</li> </ul> <p>Activities take place once per month.</p>	<p>Volunteers are required to be physically capable of participating in planting, track forming, or contributing to signage.</p>
<p><b>Forest &amp; Bird Society</b> Preserve and protect the native plants and animals and natural features of New Zealand.</p> <p>Contact: Frankie Blakely Tel: 07 362 8480 Web: <a href="http://www.forestandbird.org.nz">www.forestandbird.org.nz</a></p>	<p>Volunteers are required for:</p> <ul style="list-style-type: none"> <li>• Maintaining tracks</li> <li>• Laying poison</li> <li>• Maintaining bait lines and stations</li> </ul>	<p>Reasonably fit and like the outdoors</p>
<p><b>Mount Ngongotaha Bush Restoration Trust</b> The aim is to create a predator-free sanctuary on the upper slopes of Mount Ngongotaha, to encourage the return of native birds, plants and other native species.</p> <p>Contact: Heather McKenzie Tel: 07 357 2674 Email: <a href="mailto:secretary@ngongotaha.org">secretary@ngongotaha.org</a> Web: <a href="http://www.ngongotaha.org">www.ngongotaha.org</a></p>	<ul style="list-style-type: none"> <li>• Clearing tracks and track maintenance</li> <li>• Filling bait stations</li> <li>• Assist with public events</li> <li>• Research</li> </ul>	<p>Reasonably fit and like the outdoors.</p>

# DISABILITY

Organisation	Work	Requirements
<p><b>IDEA Services (IHC)</b>            1340 Hinemoa Street, Rotorua            Tel: 07 348 1451  <b>0800 442 442</b>            Web: <a href="http://www.ihc.org.nz">www.ihc.org.nz</a></p>	<p>Volunteers help people with disabilities to be part of their communities, to learn new things, be out and about and form friendships.</p> <p>IHC's Volunteer Programme is based on the individual needs of people with disabilities, and on our philosophy of supporting people to live, learn, work and enjoy life in the community.</p>	<p>You will have:</p> <ul style="list-style-type: none"> <li>• An interview to find out a bit about you and your strengths and interests.</li> <li>• A police check</li> <li>• A volunteer agreement, which covers issues like confidentiality, your role as a volunteer and the support our co-ordinator will give you.</li> </ul>
<p><b>Riding for Disabled</b>            32 Lee Road, Hannahs Bay, Rotorua            Tel: 07 345 9521            Web: <a href="http://www.rda.org.nz">www.rda.org.nz</a></p>	<p>Volunteers are needed for:</p> <ul style="list-style-type: none"> <li>• horse care – brushing and grooming, leading horses, side walking with disabled riders.</li> <li>• General farm maintenance</li> </ul>	<p>An interest in horses and in helping the disabled.</p> <p>To have an open mind and a willing hand to do anything.</p>
<p><b>Special Olympics</b>            Contact Annette Comp            Tel: 07 343 7314            Email: <a href="mailto:rotorua@specialolympics.org.nz">rotorua@specialolympics.org.nz</a>            Web: <a href="http://www.specialolympics.org.nz">www.specialolympics.org.nz</a></p>	<p>Volunteers assist with:</p> <ul style="list-style-type: none"> <li>• Providing sports training programmes, recreation and leisure activities for persons with intellectual disabilities from 5 years onwards.</li> <li>• Planning, managing or assisting at sports, social, fundraising events.</li> </ul>	<p>You will be asked to adhere to the Special Olympics New Zealand Principles, Procedures and Code of Conduct, including:</p> <ul style="list-style-type: none"> <li>• Set a good example for the athletes</li> <li>• Carry out tasks in line with Special Olympics New Zealand rules and procedures</li> <li>• Be aware of health and safety procedures</li> <li>• Help promote awareness of Special Olympics</li> <li>• Be encouraging and positive to athletes</li> </ul>
<p><b>St Chads</b>            Cnr Devon &amp; Fenton Sts Rotorua</p> <p>Contact: Carrol Govan            Tel: 07 347 8515            Email: <a href="mailto:st.chads@xtra.co.nz">st.chads@xtra.co.nz</a>            Web: <a href="http://www.stchads.co.nz">www.stchads.co.nz</a></p>	<p>St Chads Communication Centre was established in the mid 1970s for people in the community with disabilities.</p> <p>Volunteers help with the day to day support and education of clients            Eg cooking, art, craft, woodwork, swimming, car maintenance, fishing, walking club, and life skills.            Work one – on one or with groups of disabled people.</p>	<p>Patience, calmness, tolerance, non-judgemental.</p> <p>Volunteer skills/interests are matched with the needs of the client.</p> <p>Eg if the volunteer likes cooking, they may get involved in teaching clients to cook.</p>

# EMERGENCY SERVICES

Organisation	Work	Requirements
<p><b>Civil Defence</b> A state of Civil Defence Emergency may be declared if a situation has occurred or may occur that endangers the safety of the public and is outside the scope of the Police or Fire Service. Such situations could include earthquake, storm, volcanic eruption, fire, flood or a man-made disaster.</p> <p>Contact: Pauline Hitchcock Tel: 07 348 4199</p>	<p>A range of roles that assist the Initial Response Unit, the Headquarters Unit, the Welfare Unit and such other teams and positions that go to make up the Civil Defence organisation.</p> <p>Training is provided.</p>	<p>Any member of the public may contact the Civil Defence Officer if they would like to train to join the Civil Defence volunteers</p>
<p><b>NZ Volunteer Fire Brigade</b> The NZ Fire Service plays a major role in providing an emergency response. Most of these communities depend on volunteers for their every day fire protection.</p> <p><b>Mamaku</b> 31 Mamaku Street Contact: Neil Hamon Tel: 027 497 1792</p> <p><b>Ngongotaha</b> 2 Kokiri Street, Ngongotaha Contact: Paul Newcombe Tel: 07 357 4085</p> <p><b>Rotorua</b> 11 Biak Street Rotorua Contact: Wayne Bedford Tel: 07 348 3745 ex 74151</p> <p>Web: <a href="http://volunteer.fire.org.nz">http://volunteer.fire.org.nz</a></p>	<p>Men and women from many walks of life are volunteer firefighters. Volunteers include the self-employed, mothers at home, shift workers, people looking for work, trades people and professionals.</p> <p>A large number of people within a brigade are required to be fully operational fire-fighters. However support personnel are an integral part of the NZ Fire Service.</p>	<p>Volunteers need to live or work in the community the fire station covers to be able to respond in emergencies.</p> <p>Generally the minimum age is 16 years of age.</p> <p>Applicants are required to</p> <ul style="list-style-type: none"> <li>• Undergo a full police check.</li> <li>• Complete a Medical Questionnaire. The NZFS pays the cost of obtaining a medical clearance.</li> </ul> <p>You will need a reasonable level of fitness, good vision, hearing and balance to cope with extreme environmental conditions.</p> <p>Recruit fire fighters are required to attend a 7 day recruit course or the equivalent.</p> <p>Attendance at brigade weekly training nights is required.</p>
<p><b>Rotorua Lakes Volunteer Coastguard Inc</b> Rotorua Lakes Watersports Centre Mataiwhea Street, Rotorua Tel: 07 348 9022 / 0800 COASTGUARD Email: <a href="mailto:rotoruacoastguard@xtra.co.nz">rotoruacoastguard@xtra.co.nz</a></p> <p>Web: <a href="http://www.nzcoastguard.org.nz">www.nzcoastguard.org.nz</a></p>	<p>Being a Coastguard volunteer. You'll learn seamanship, boat handling, navigation and leadership.</p> <p>And you'll find a powerful new meaning to your life as an active contributor in your local community.</p> <p>Most of those who man the radios are also volunteers.</p>	<p>You'll find yourself stretched, sometimes physically, sometimes mentally.</p> <p>Volunteers participate in rigorous and regular training schedules to ensure that they have the skills and expertise required to handle sometimes bitter and challenging weather and the issues that might confront them as they reach the scene, and earn valuable recognised qualifications along the way.</p> <p>You'll be rostered onto the crew or onto radio watch, and will need to be available for those times.</p>

# HEALTH ORGANISATIONS

Organisation	Work	Requirements
<b>Arthritis NZ</b> Community House Level 1, 1115 Haupapa St, Rotorua Contact: Jenny Millsteed Tel: 07 348 5121 Email: <a href="mailto:jenny.millsteed@arthritis.org.nz">jenny.millsteed@arthritis.org.nz</a> Web: <a href="http://www.arthritis.org.nz">www.arthritis.org.nz</a>	Spare time jobs can range from being a national appeal collector or support worker during Arthritis Awareness Week to providing support for special projects or our basic services in your own community.	
<b>Brain Injury Association</b> Community House Level 1, 1115 Haupapa St, Rotorua Tel: 07 350 1251 Email: <a href="mailto:liaison.rotorua@brain-injury.org.nz">liaison.rotorua@brain-injury.org.nz</a>	Volunteers help with fund raising and awareness activities promoting the work of the Brain Injury Association.  Volunteer assistance is always welcome.	
<b>Cancer Society</b> 1235 Ranolf Street, Rotorua Contact: Tracy Crompon Tel: 07 349 4556	Volunteers assist with: <ul style="list-style-type: none"> <li>• Fund raising eg Daffodil Day &amp; Relay for Life</li> <li>• Practical and caring support for cancer patients</li> </ul>	
<b>Multiple Sclerosis</b> Contact: Terry & Kay Cole Tel: 07 346 1830 Email: <a href="mailto:ms.rotorua@xtra.co.nz">ms.rotorua@xtra.co.nz</a> Web: <a href="http://www.msnz.org.nz">www.msnz.org.nz</a>	Volunteers contribute through: <ul style="list-style-type: none"> <li>• Running local activities for members</li> <li>• Assisting with fundraising and awareness projects</li> <li>• Helping with the administration tasks in the local office.</li> </ul>	
<b>Stroke Foundation</b> Community House, 1115 Haupapa St, Rotorua Contact: Janine Glyde Tel: 07 349 6022 Web: <a href="http://www.stroke.org.nz">www.stroke.org.nz</a>	Volunteer roles are varied and may include assistance with club organisation and development, supporting and assisting members with club recreational activities, provision of transport for members to and from club and assistance in the kitchen.	Commit a couple of hours each week.
<b>Royal NZ Foundation for the Blind</b> Community House, 1115 Haupapa Street, Rotorua Tel: 07 348 7218 Web: <a href="http://www.rnzfb.org.nz">www.rnzfb.org.nz</a>	Volunteers can help by: <ul style="list-style-type: none"> <li>• Providing practical assistance to the blind community</li> <li>• Assisting members to learn to use talking-book machines</li> <li>• Assisting with recreation and social activities</li> <li>• Providing support for Foundation services</li> <li>• Helping with local fundraising projects</li> </ul>	An orientation programme and relevant training are provided.  Volunteers are matched with a role that is right for them and will receive regular and ongoing support
<b>Heart Foundation</b> 1222 Arawa Street, Rotorua Tel: 07 349 0635 Email: <a href="mailto:volunteer@nhf.org.nz">volunteer@nhf.org.nz</a> Web: <a href="http://www.nhf.org.nz">www.nhf.org.nz</a>	Volunteers can assist with: <ul style="list-style-type: none"> <li>• Fund raising events eg Go Red for women</li> <li>• Expos, Field days &amp; Exhibitions</li> <li>• Help with heart week events</li> </ul>	Register your interest by phone or online.

## ENGLISH COMMUNICATION SKILLS

Organisation	Work	Requirements
<p><b>English Language Partners</b> Rotorua Arts Village 1240 Hinemaru Street, Rotorua</p> <p>Contact: Judy Winiata Tel: 07 350 2395 Email: <a href="mailto:rotorua@englishlanguage.org.nz">rotorua@englishlanguage.org.nz</a> Web: <a href="http://www.englishlanguage.org.nz">www.englishlanguage.org.nz</a></p>	<p>ESOL Home Tutors trains volunteers to teach English to adult migrants</p> <ul style="list-style-type: none"> <li>• learn about other cultures</li> <li>• meet people from other countries</li> <li>• develop new skills</li> <li>• meet other tutors and learners at social events</li> <li>• help people in your community</li> </ul>	<p><b>Training as a volunteer tutor</b></p> <ul style="list-style-type: none"> <li>• Learn about cultural differences and teaching techniques</li> <li>• You are matched with a learner for at least six months</li> <li>• A small charge for materials may apply</li> <li>• Study for the Certificate in ESOL Home Tutoring</li> </ul> <p><b>After your training</b> Support is available at your ESOL Home Tutors centre.</p> <ul style="list-style-type: none"> <li>• A library of teaching resources</li> <li>• Advice on tutoring from your local coordinator</li> <li>• Workshops with other tutors to develop your skills</li> <li>• An annual conference for professional development</li> </ul>
<p><b>Literacy Rotorua</b> Community House, 1115 Haupapa St, Rotorua</p> <p>Contact: Mary Longson Tel: 07 350 2286 021 204 3904 Email: <a href="mailto:litro@xtra.co.nz">litro@xtra.co.nz</a> Web: <a href="http://www.literacy.org.nz">www.literacy.org.nz</a></p>	<p>Assist adults with their reading, writing and numeracy skills.</p>	<p>All volunteers are provided with appropriate training.</p>

## MIGRANT / ETHNIC COMMUNITIES AND FESTIVALS

Organisation	Work	Requirements
<p><b>Globalfest</b> A global village for cultural groups to showcase and share their language, arts and crafts, dance, music, games, dress, food and beverages, religion and customs.</p> <p>Contact: Crispian Stewart Tel: 027 249 8672 Email: <a href="mailto:crispian.stewart@rdc.govt.nz">crispian.stewart@rdc.govt.nz</a></p>	<p>Volunteers are required on the day and leading up the festival for a wide range of activities.</p>	<p>None</p>
<p><b>Rotorua Newcomers Network</b> c/- Family Works Northern 1083 Eruera Street, Rotorua</p> <p>Contact: Julie Burne Tel: 07 349 0990 Email: <a href="mailto:rotorua@newcomers.co.nz">rotorua@newcomers.co.nz</a> Web: <a href="http://www.newcomers.co.nz">www.newcomers.co.nz</a></p>	<p>Participate and help organise informal social events for migrants.</p>	<p>An interest in migrants Enjoy meeting people</p>

# PARENTING

Organisation	Work	Requirements
<p><b>Plunket</b> The largest provider of support services for the health and development of children under the age of five.</p> <p>Plunket is a partnership between professional staff and volunteers.</p> <p>Help make a difference to families in community by sharing your experience, skills and knowledge.</p> <p>Contact your local Plunket office in Rotorua.</p> <ul style="list-style-type: none"> <li>• 1436 Pukuatua Street, Rotorua</li> <li>• Mokoia Community Centre</li> <li>• Hapi Street, Westbrook, Rotorua</li> <li>• Tau Street, Ngongotaha</li> </ul> <p>Tel: 07 348 4161 Email: <a href="mailto:lakesareaplunket@xtra.co.nz">lakesareaplunket@xtra.co.nz</a></p>	<p>There are many voluntary positions available, requiring a range of skills.</p> <ul style="list-style-type: none"> <li>• Coffee group</li> <li>• Play group</li> <li>• Walking group</li> <li>• Multiple birth group</li> <li>• Music time</li> <li>• Kiddie gardeners</li> <li>• Little swimmers</li> <li>• Day trippers</li> <li>• Story telling / book club</li> <li>• Single parents coffee group</li> <li>• Movie and munch</li> <li>• Arts and Crafts</li> <li>• Fathers Group</li> </ul>	<p>As a volunteer you can give as little or as much time as you like. The time volunteers give is greatly valued.</p> <p>Full training and resources are provided as well as the opportunity to meet some amazing parents.</p>
<p><b>Rotorua Playcentre Association</b></p> <p><b>Hamurana</b> 07 332 2110 38 Tauranga Direct Road, RD2,</p> <p><b>Koutu</b> 07 346 1702 35 Taharangi Street, Rotorua Email: <a href="mailto:koutuplaycentre@xtra.co.nz">koutuplaycentre@xtra.co.nz</a></p> <p><b>Lake Tarawera</b> 07 362 8055 10 Alexander Road</p> <p><b>Lynmore</b> 07 345 5815 3a Lynbert Road</p> <p><b>Mamaku</b> 07 332 5800 Cnr Mamaku/Karamu Streets</p> <p><b>Ngakuru</b> c/- 07 346 8915 923 Whirinaki Valley</p> <p><b>Waikite Valley Road</b> c/- 07 346 8915 1080 Waikite Valley Road,</p> <p><b>Reporoa</b> 07 333 8195 20 Massey Road</p> <p><b>Rerewhakaaitu</b> 07 366 6705 Ashpit Road, Lake Rerewhakaaitu</p>	<p>Playcentre is an internationally recognised Early Childhood organisation unique to Aotearoa New Zealand.</p> <p>Playcentres are co-operatively managed and supervised by parents with support from experienced Association staff.</p> <p>Playcentre offers:</p> <ul style="list-style-type: none"> <li>• An accessible, flexible field-based education programme at minimal cost</li> <li>• Parenting skills and confidence in parenting</li> <li>• Skills for working with children and running Playcentre sessions</li> <li>• Increased cultural awareness</li> <li>• Administrative and group facilitation skills</li> </ul>	<p>Parents have the opportunity to gain nationally recognised qualifications</p>
<p><b>Mainly Music</b> Young children and their mums or primary caregivers enjoying music, rhyme, rhythm, creative dance and more.</p> <p><b>Owhata</b> Contact Christine on 07 345 3601</p> <p><b>Old Taupo Road</b> Contact Rochelle on 07 349 4175</p> <p>Web: <a href="http://www.mainlymusic.org.nz">www.mainlymusic.org.nz</a></p>	<p>Mainly music is a fun, interactive music session where a child and their parent or primary care giver can enjoy music, movement, interaction, rhymes, puppets and more. Mainly music is a structured session but the focus is on the interaction between parent and child.</p> <p><b>food!</b> a mainly music session is followed by morning tea and connection with other adults.</p>	<p>None, everything is provided for you at the session.</p> <p>\$3 per family</p>

## SERVICE CLUBS

A **service club** or **service organization** is a voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. The clubs promote friendship among its members and are dedicated to the principle of volunteer community service.

### Rotary Clubs in Rotorua

#### All Rotary Clubs:

- Provide scholarships to local school children
- Participate in various international exchange programmes
- Fundraise in various ways

Organisation	Meeting Details
<b>The Rotary Club of Rotorua</b> Tel: 07-3431056 Email: <a href="mailto:secretary@rotaryrotorua.org.nz">secretary@rotaryrotorua.org.nz</a> Web: <a href="http://www.rotaryrotorua.org.nz">www.rotaryrotorua.org.nz</a>	Club meets 12.30pm Monday (except Public Holiday Mondays) at the Sudima Hotel, 1000 Eruera Street, Rotorua  Organise a film festival as a fund raiser.
<b>The Rotary Club of Rotorua West</b> Tel: 07-3483568 Email: <a href="mailto:pharmacy37@kinact.co.nz">pharmacy37@kinact.co.nz</a> Web: <a href="http://www.rotaryrotoruwest.org">www.rotaryrotoruwest.org</a>	Club meets 5.30pm for 6.00pm - 7.30pm on Thursdays at The Princes Gate Hotel, 1 Arawa Street, Rotorua
<b>The Rotary Club of Rotorua Lakes</b> Tel: 07 3489875	Club meets at 5.30pm on Mondays at the Millennium Hotel, Corner Hinemaru and Eruera Streets, Rotorua
<b>The Rotary Club of Rotorua North</b> Tel: 07-347-9479 Email: <a href="mailto:cubes1@clear.net.nz">cubes1@clear.net.nz</a>	Club meets at 5.30pm on Wednesdays at the Owner's and Trainers' Lounge, Race Course, Fenton Street, Rotorua
<b>The Rotary Club of Rotorua Sunrise</b> Tel: 07-345-2499	Club meets at 6.45am on Tuesdays at The Royal Lakeside Novotel, Lake End, Tutaneikai Street, Rotorua
<b>Inner Wheel Club of Rotorua</b> Tel: 07 345 5194 Email: <a href="mailto:mardav52@xtra.co.nz">mardav52@xtra.co.nz</a>	Club meets monthly on the THIRD Monday Evening each month at 6.00pm at The Commercial Travellers (CT) Club, Moncur Drive, Rotorua

### Kiwanis of New Zealand

Organisation	Meeting Details
<b>Kiwanis Club of Roto Whenua Inc</b> Tel: 07 3485591 Email: <a href="mailto:mboyd@xtra.co.nz">mboyd@xtra.co.nz</a>  Web: <a href="http://www.kiwanis.org.nz/distehp.htm">www.kiwanis.org.nz/distehp.htm</a>	Club meets on the 2nd and 4th Wednesdays of the month at 6.30pm at The Commercial Travellers (CT) Club, Moncur Drive, Rotorua  Check out the website for the range of community events in which the group is involved: sporting, youth, health, disabled.  A friendly male/female service club with members from many occupational sectors of the community.

## Lions Clubs of New Zealand

Our emphasis is on community service in all forms. Lions programmes serve the young and the aged, the disabled and the disadvantaged - anybody who has a need.

[www.lionsclubs.org.nz](http://www.lionsclubs.org.nz)

Organisation	Meeting Details
<b>Lions Club of Ngongotaha</b> Contact: Ralph Dixon Tel: 07 357 4760	Club meets 2nd & 4th Tuesday of each month at 6.15pm at the Ngongotaha Community Hall, School Road, Ngongotaha, Rotorua
<b>Lions Club of Rotorua Geyserland</b> Contact: Brian Old on 07 345 5636 Wayne Hall on 07 345 6124 ex 824 (wk) 07 345 3867 (hm)	Club meets 2nd and 4th Thursday's in the month at 5.30pm at the RSA, Haupapa Street, Rotorua
<b>Lions Club Rotorua Central</b> Contact: Judith Swinn Tel: 07 357 2996	Club meets 2nd & 4th Tuesday of each month at 10am at The Commercial Travellers (CT) Club, Moncur Drive, Rotorua
<b>Reporoa Lions Club</b> Contact: Warren Beard Tel: 07 333 8669	Club meets 1st and 3rd Thursday of each month at 7.00pm at Reporoa R.S.A Clubrooms, Butchers Road, Reporoa
<b>Rotorua East</b> Contact: John Wyatt Tel: 07 347 1166	Club meets 2nd & 4th Monday of the month at The Commercial Travellers (CT) Club, Moncur Drive, Rotorua
<b>Rotorua Host Lions Club</b> Contact: Lorraine Wishart Tel: 07 347 7191	Club meets 2nd and 4th Wednesdays of each month at 6.00pm upstairs in RSA Ladies Lounge, Haupapa Street, Rotorua
<b>Rotorua Lakes Pride</b> Contact: Gary Tel: 07 332 2553	Club meets 3rd Wednesday of the month at Mc Donald's, Fairy Springs Road, Rotorua
<b>Sulphur City Lions Club (Women)</b> Contact: Susan Tierney on 07 348 6373 Margaret Rook on 07 348 8080	Club meets 2nd and 4th Wednesday of the month at 6.30pm at The Commercial Travellers (CT) Club, Moncur Drive, Rotorua
<b>Waikite/Ngakuru Lions Club</b> Contact Rens Groot Tel: 07 333 1825	Club meets 4 <sup>th</sup> Monday of the month at Ngakuru Hall, Whirinaki Valley Road, Ngakuru

## Altrusa International

Altrusa is an international association of people who volunteer their services in community projects.

[www.altrusa.org.nz](http://www.altrusa.org.nz)

Organisation	Meeting Details
<b>Altrusa International Club of Rotorua (Women)</b> Tel: 07 3479336 Email: <a href="mailto:tour@bktours.co.nz">tour@bktours.co.nz</a>	Club meets 3 <sup>rd</sup> Monday of each month at 6.00pm at St Lukes Church, Pukuatua Street, Rotorua

## SHOPS

Organisation	Work	Requirements
<b>QE Health</b> Contact: J Weathers Tel: 07 348 0189 ext 0	Stamps, toiletries, earplugs, stationery, drinks and confectionery available.	Shop Hours are: Mon to Fri 7.30am - 4.00pm.
<b>Rotorua Community Hospice</b> 86 Pururu Street, Rotorua Tel: 07 347 0324 027 433 1321 Email: <a href="mailto:jill.hospice@clear.net.nz">jill.hospice@clear.net.nz</a>	Various roles assisting with the: <ul style="list-style-type: none"> <li>shop (Tue, Wed, Thu 9am – 2pm)</li> <li>garage sale (Sat 8 – 12 noon)</li> </ul>	
<b>Save the Children</b> 1190 Tutanekai St, Rotorua  Contact: Loeta Davies Tel: 07 348 6322	Volunteers serve in the shop, rostered once every two weeks on a 3-4 hour shift.	Conversational English Reliable
<b>Trade Aid Shop</b> 1285 Tutanekai Street Tel: 07 349 4988 Email: <a href="mailto:rotorua@tradeaid.org.nz">rotorua@tradeaid.org.nz</a> Web: <a href="http://www.tradeaid.org.nz">www.tradeaid.org.nz</a>	Volunteers serve in the shop.	Conversational English An interest in doing something practical about injustice and learning about fair trade.

## SPORT & RECREATION

There are many sport and recreation clubs in Rotorua, representing:

- racquet sports
- ball sports
- water sports
- cycling/mountain biking
- athletics
- bowls/petanque

The survival of these clubs depend on the work of volunteers. Volunteers can assist through:

- providing administration
- transport
- coaching
- refereeing
- helping at sporting events
- advocacy
- maintaining facilities

Find a list of local clubs at:

The Public Library, 1127 Haupapa Street, Rotorua.

Tel: 07 348 4177

Citizens Advice Bureau, Community House, 1115 Haupapa Street, Rotorua

Tel: 0800 367 222

Or online at [www.rotorualibrary.govt.nz/Services+and+Resources/Clubs+and+Organisations](http://www.rotorualibrary.govt.nz/Services+and+Resources/Clubs+and+Organisations)

## TRAINS

Organisation	Work	Requirements
<b>Bush Railway &amp; Old Sawmill</b> Contact: John Smale Tel: 07 348 1508	A historical project to restore the Bush railway and old sawmills in the Mamaku area.  Various volunteering opportunities.	
<b>Rotorua Model Engineers</b> Tel: 07 343 9538  2nd Sunday of each month at Te Amorangi Museum, 45 Robinson Avenue, Holdens Bay  10.00am - 4.00pm. (weather permitting)  Web: <a href="http://www.websnz.com/ttt/rmrc.ph">www.websnz.com/ttt/rmrc.ph</a>	The Club has a multi gauge track (3.5", 5" & 7 1/4") situated at the Te Amorangi Museum, where they are able to run the model trains that they have built.  Volunteers maintain the track and the railway infrastructure.	An interest in model engineering
<b>Rotorua Ngongotaha Rail Trust</b> Depot - Tauī St, Ngongotaha  For further information on helping the group in any way, contact:  Jim Ross 07 357 4246 (Tel/fax) Raewyn Saville 027 759 3005 07 332 2171	A group of train enthusiasts who plan to make Ngongotaha Railway Park into Ngongotaha's leading fun attraction by establishing a Railway Theme Park.	

## TRADES

Organisation	Work	Requirements
<b>Habitat for Humanity</b> 50 Edmund Road, Rotorua  Contact: Maryanne Taite Tel: 07 343 9273 Email: <a href="mailto:hfhrotorua@xtra.co.nz">hfhrotorua@xtra.co.nz</a> Web: <a href="http://www.habitatnz.co.nz/volunteer.html">www.habitatnz.co.nz/volunteer.html</a>	There are many opportunities to assist in a variety of ways including: construction, administration, catering, fund raising, committees, phoning and more.	

# YOUTH

Organisation	Work	Requirements
<p><b>Girls Brigade</b></p> <p><b>4<sup>th</sup> Rotorua Company</b>            We meet on Thursday 6.30-8pm at:            St Andrews Presbyterian            Cnr Old Taupo Rd &amp; Devon St,            Rotorua.</p> <p>Juniors 5.30- 7.30pm (5-8 years)            Seniors 6.30- 8pm (9+years)</p> <p>Contact: Ailsa Fletcher            Tel: 07 347 6361            Web: <a href="http://www.girlsbrigade.org.nz">www.girlsbrigade.org.nz</a></p>	<p>Our programme features a variety of fun activities designed to educate, inspire and develop. It is run by trained GB leaders with help from volunteer assistants.</p>	<p>We believe in a balanced approach to life and so our programmes cover a selection of physical, social, educational and spiritual activities</p>
<p><b>Girl Guides</b></p> <p><b>Rotorua East Division</b>            Tel: 07 3483575</p> <p><b>Guides Waiariki</b>            Tel: 07 3496173</p> <p><b>Rotorua Trefoil Guild</b>            Tel: 07 3628341            Email: <a href="mailto:patian.thorpe@clear.net.nz">patian.thorpe@clear.net.nz</a>            Tel: 0800 555 170 (local region)            Web: <a href="http://www.girlguidingnz.org.nz">www.girlguidingnz.org.nz</a></p>	<p>Aim to help girls develop into confident and self-respecting young women, responsive to the needs of others.</p> <p>Trefoil Guild members are called on to provide extra help at special gatherings. They are often involved in Nationwide projects. They also organize fundraising events.</p>	<p>Women who have been a Girl Guide or a Leader can apply to join the Trefoil Guild.</p>
<p><b>Scouting New Zealand</b></p> <p><b>Scout Cubs in Rotorua</b></p> <p>1st Ngongotaha Scout Group            Arawa Scout Group            Lake Rotorua Sea Scout Group            Rotorua Central Scout Group            Lynmore Scout Group</p> <p>Telephone 0800 726887 to find out the contact details of your nearest scout group.</p> <p>Web: <a href="http://www.scouts.org.nz">www.scouts.org.nz</a></p>	<p>Cub scouts are for children aged 7-11 years.</p> <p>Helping out could include anything from providing transport to and from meetings and camps through to serving on a Group Committee, helping out at a sausage sizzle or a working bee to renovate a Scout Hall, and many other things.</p>	<p>Many parents choose to become a Leader in one of the sections and experience Scouting for themselves.</p>
<p><b>Rovers</b></p> <p>Rovers is the Service Section of Scouting New Zealand.</p> <p><b>Whakaari Rover Crew</b>            Whakaari Rovers is a Central North Island Region Crew with members from Tauranga, Galatea and Rotorua.</p> <p>We are based in Rotorua and meet weekly on Thursday nights @ 6:30pm</p> <p>Contact Julie Voss            Email: <a href="mailto:julievoss@xtra.co.nz">julievoss@xtra.co.nz</a>            Web: <a href="http://www.rovers.org.nz">www.rovers.org.nz</a></p>	<ul style="list-style-type: none"> <li>• Support local organisations and groups</li> <li>• Fundraise for the community.</li> <li>• Assist with environmental projects</li> <li>• Assist with Scout activities, Jamborees, camps, Cub Days and sometimes as adult leaders.</li> </ul> <p>Enjoy cultural and social activities including:            abseiling, caving, rafting, skiing, tramping, camping, social gatherings, canoeing, car rallies, dancing.</p>	<p>Both males and females between the ages of 18 and 26 can join.</p>

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