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Volunteering with Events

Where will I be based?
The office is based at Redcliffe; however, there are many events held throughout the region in Caboolture, Strathpine and Redcliffe at which you will be able to volunteer.

What times are volunteers required?
Our office is open Monday to Friday between 8am and 5pm. Depending on your availability shifts are usually 4 hours in duration.
Our events are held after hours and on weekends.

Description of workplace
The office, where you will be spending the majority of your working week, is located at Irene Street, Redcliffe with the majority of events held outdoors.
Citizenship ceremonies operate on a rotational basis and are held at either Strathpine Community Centre, Caboolture RSL or the Redcliffe Cultural Centre.

Typical duties
- **Administration/office support**
  This will include preparing mailouts, filing, photocopying and helping to prepare event theming.
- **Citizenship ceremonies**
  This will include assisting at the event by way of ushering, registering and aiding the events officer.
- **Ground crew**
  This will include assisting with setting up and pulling down the event, putting out signage, assisting with layout of the event.
- **Promotions**
  This will include assisting with distribution of flyers, letter box drops, posters and programs.
- **Customer service**
  This will include staffing the information tent, conducting visitor surveys, assisting with on the day activities as directed.

Requirements
- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**

Name of volunteer group: Events
Contact person: Carlos Tahere
Contact phone number: (07) 5433 2317
Volunteering with Tourism

Name of volunteer group: Visitor Information Centres
Contact person: Carlos Tahere
Contact phone number: (07) 5433 2317

Where will I be based?
This office is based at Redcliffe, however, Visitor Information Centres are situated in Clontarf, Redcliffe, Samford, Bribie Island, Caboolture BP and Historical Village, Strathpine and Woodford.

What times are volunteers required?
Our centres are open from Monday to Sunday between the hours of 9am and 4pm. Depending on your availability, shifts are generally 3.5 hours, 9am and 12.30pm or 12.30pm and 4pm.

Please note that all centres are closed Christmas Day and half day Anzac Day. Bribie Island, Caboolture, Caboolture Historical Village, Samford, Strathpine and Woodford are closed Good Friday.

Description of workplace
The region’s Visitor Information Centres provide tourist information to both visitors and residents. The centres are air conditioned, accessible and are often the first point of contact for visitors to the region.

Typical duties
- **Administration**
  Occurring at the centres and the office, this will include filing, photocopying and preparing mail outs.

- **Providing information**
  Sending information such as maps, timetables, fact sheets and brochures to local tourism operators as well as for inclusion in regional Queensland visitors guides.

- **Events**
  This will involve assisting with bus tours and staffing information tents during local council events.

Requirements
- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with Bushcare

Name of volunteer group: Moreton Bay Regional Council Volunteer Bushcare Program
Contact: Council's Bushcare Officers
Contact phone number: 3205 0555

Where will I be based?
There are a total of 60 sites throughout the Moreton Bay Region where Bushcare activities occur.

What times are volunteers required?
Depending on your availability, there are weekly and monthly working bees held on both weekdays and weekends.

Description of workplace
As a community based program, Bushcare is a great way to meet other residents while doing something worthwhile for the environment and your community. You will have the opportunity to work the hours that suit you plus gain a sense of satisfaction in seeing your contribution to the rehabilitation of a bushland area.

The Bushcare program is an integral part of the management of bushland reserves and is helping to conserve and manage our valuable bushland areas.

Typical duties
- Tree planting
- Erosion control
- Rubbish removal
- Weed removal/control
- Mulching

As a volunteer, you will also have the opportunity to participate in community education programs, training workshops, information sessions and social activities.

Council's Bushcare officer will provide you with all of the information, equipment and training you will need to become a valuable Bushcare volunteer.

Requirements
- Appreciation of nature
- Responsible attitude
- Willingness to follow all Workplace Health and Safety rules and regulations
Volunteering with Environment Centres

Name of volunteer group: Moreton Bay Regional Council Environment Centres and Community Nurseries

Contact person:
- Kim Pantano (Osprey House and Kumbartcho)
- Wayne Marsh (CREEC Environment Centre)

Contact phone number:
- Kim Pantano: 0417 627 039
- Wayne Marsh: 3888 8751

Where will I be based?
There are a number of environment centres and community nurseries in the Moreton Bay region.
- **Osprey House Environment Centre**
  Dohles Rocks Road, Griffin
- **Kumbartcho Environment Centre**
  15 Bunya Pine Court, Eatons Hill
- **CREEC Environment Centre**
  150 Rowley Road, Burpengary

What times are volunteers required?
Depending on your availability and interest, there are a variety of activities available every day of the week.
- **Osprey House Environment Centre**
  Centre times - Everyday, 10am - 4pm
- **Kumbartcho Environment Centre**
  Centre and nursery times - Monday to Friday, 9am to 3pm, Saturday, 8am to 12pm.
- **CREEC Environment Centre**
  Centre times - Monday to Friday, 8am to 3pm
  Nursery times - Mondays, Wednesdays and Fridays, 7am to 3pm.

Typical duties
- Education and outreach
- Office/library administration
- Events and promotion
- Site development and grounds maintenance
- Propagation and seed collecting

Becoming an Environment Centre volunteer offers all members of the community the opportunity to make a difference to our natural environment, gain great skills and knowledge and make fantastic new friends.

Requirements
- Blue Card
- Workplace Health & Safety induction and training

You can also volunteer with...
- **Redcliffe Botanic Gardens**
  Henzell St, Redcliffe
  Email: friendsofrbg@hotmail.com

- **Bribie Island Community Nursery**
  208 First Avenue, Bongaree
  Phone: 3410 0088
  Email: wagbribie@tadaust.org.au
Volunteering with QSEC

Name of volunteer group  QSEC (Queensland State Equestrian Centre)
Contact person  Sarah Toppin
Contact phone number  (07) 5433 3222

Where will I be based?
QSEC is located at Cnr Tuckeroo Drive and Beerburrum Road, Caboolture

What times are volunteers required?
A diverse range of events are held at QSEC almost every weekend of the year, some running for a week or more. Depending on your availability, assistance can be required before, during or after events. Support is also appreciated during normal office hours.

Description of workplace
QSEC is Queensland’s premier equestrian sport and multipurpose events venue. Spread over 30 hectares, QSEC is an idyllic and highly accessible venue with world class facilities, including one of the country’s largest covered sand arenas fitted with state of the art audio facilities.

Along with all-weather sand and grass warm-up arenas, stables, powered camp sites, licensed bar facilities and meeting/training rooms, QSEC is a contemporary and fully equipped facility, ready to accommodate a diverse range of equestrian and non-equestrian events.

Typical duties
As a QSEC volunteer, you will also have the opportunity to assist with a large variety of activities including:

- **Customer service**
  Scanning tickets at entry lanes, assisting and directing patrons, staffing information, QSEC merchandise stands and assisting with our activities as directed.

- **Event Set up**
  Assisting with setting up and pulling down the event, putting out signage, assisting with layout of the event.

- **Promotions**
  Assisting with the distribution of flyers, poster and programs.

- **Catering**
  Assisting with food service and preparation, sale and service of alcohol.

- **Other duties**
  QSEC is mindful that volunteers often have unique and valuable skills and we would love to utilise these skills where possible.

Requirements

- **A willing and positive attitude**
- **Some roles may have specific requirements such as a Blue Card or Responsible Service of Alcohol training and accreditation**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with the Caboolture Hub Learning and Business Centre

**Name of volunteer group**
Caboolture Hub Learning & Business Centre & Hub Shop

**Contact person**
Kim Millar

**Contact phone number**
(07) 5433 3700

**Where will I be based?**
The Caboolture Hub is located at 4 Hasking Street, Caboolture.

**What times are volunteers required?**
Depending on your availability, shifts are Monday to Friday from 9am to 1pm or 1pm to 4pm and on Saturday’s between 9.00am to 1.00pm or 12.00noon to 3.00pm.

**Description of workplace**
The Caboolture Hub Learning and Business Centre has a range of meeting, conference and training rooms for hire. Caboolture Hub has 16 dedicated spaces available and can cater for functions of up to 200 people.

The Hub Shop is an information centre for the Caboolture Hub, guiding visitors to the Art Gallery, Library, Learning and Business Centre and Creative Studio’s. The Hub Shop also stocks small items for sale such as educational aids, toys, giftware and unique art from local artists. Our best sellers are handmade jewellery & soaps.

**Typical duties**
Our Volunteers undertake a wide variety of duties while assisting staff at the Caboolture Hub Learning and Business Centre. Duties include room clearing and room preparation for events, restocking of tea/coffee stations and general tasks required for catering and events.

The volunteers in the Hub Shop greet the visitors to the centre with a smile and answer questions and give directions as needed. This is a great volunteer position for someone who loves mixing with a wide array of people from mums and bubs through to business people. We see an average of 1200 people per day in the centre. Duties in the Hub Shop also include window dressing and point of sale. We’ll train you how to use a cash register and an eftpos machine. Our eldest volunteer is 83 years, and she has learnt the shop systems easily.

**Requirements**
- Blue Card
- Workplace Health & Safety induction
- Code of Conduct induction
- Interview
Volunteering with Libraries

Name of volunteer group: Library Volunteers
Contact person: Gail Seeney
Contact phone number: 0407 179 693

Where will I be based?
Libraries are located at Albany Creek, Arana Hills, Bribie Island, Burpengary, Caboolture, Deception Bay, North Lakes, Redcliffe, Strathpine and Woodford.

What times are volunteers required?
Volunteer hours and days are negotiable and flexible. Volunteer opportunities are designed to suit your availability. Libraries welcome assistance both during the week where there are a range of general library tasks to be performed and on evenings and weekends to support special events and activities.

Description of workplace
As places to discover, learn, play and imagine, Moreton Bay Region Libraries provide collections, programs and spaces that connect people to resources and each other to create opportunities, strengthen communities and enrich lives.

Libraries provide a range of services including the lending of books, DVDs and CDs, activities and events for children, young people and adults, public training courses and workshops, specialty areas such as local history and genealogy.

Typical duties
- Maintaining general library presentation including shelving of library items
- Assist library customers with self-service facilities and general enquiries
- Assisting with the delivery of library events, activities
- Assisting with the hosting of workshops
- Assisting with organising and running library book sales
- Delivering books to home bound library customers
- Covering and repairing library items
- Supporting local history and genealogy activities

Requirements
- Interview
- Blue Card
- Driver's licence (homebound service)
Volunteering with the Redcliffe Cultural Centre

Name of volunteer group: Friends of the Redcliffe Cultural Centre
Contact person: Alison Knox
Contact phone number: (07) 3283 0230

Where will I be based?
The Redcliffe Cultural Centre is based on Downs Street, Redcliffe.

What times are volunteers required?
Volunteer shifts are designed to suit your availability. Shifts are driven by event scheduling and rarely run longer than 4 hours and include weekdays, weekends and nights.

Description of workplace
The Redcliffe Cultural Centre is a dedicated performing and creative arts theatre that caters for the cultural needs of local and regional audiences.

Located in the heart of Redcliffe's Cultural Precinct, this venue plays host to touring productions, comedy shows, movies, musicals, conferences, civic functions, as well as a variety of community organisations and arts activities.

The magnificent Matthew Flinders Theatre is a beautifully appointed 390 seat auditorium, featuring raked seating, ample leg room and boasting state of the art audio visual equipment. Combined with the creative and innovative talents of the Cultural Centre's management and technical crew, visitors will love the world class events on show.

Typical duties

- Assisting with general operations
  Assisting as ushers and meeting & greeting patrons to our Centre.

Requirements

- Interview
- Blue Card
- Workplace Health & Safety induction and training (including fire evacuation training)
Volunteering with the Pine Rivers Heritage Museum

**Name of volunteer group**  
Pine Rivers Heritage Museum

**Contact person**  
Justyne Wilson

**Contact phone number**  
(07) 3285 7213

**Where will I be based?**

Pine Rivers Heritage Museum is based in Old Petrie Town, Dayboro Road, Whiteside.

**What times are volunteers required?**

Tuesday to Friday: 10.00am - 3.00pm  
Saturdays: 10.00am - 2.00pm  
Sundays: 9.00am - 2.00pm

**Description of workplace**

The Pine Rivers Heritage Museum encourages visitors to explore the district’s historic character through the permanent and rotating displays covering a range of local themes. The museum is fully air-conditioned and there is always something new to see as we continue to build one of the best regional museums in the State.

The temporary gallery is of international standard, and plays host to a diverse range of exhibitions. With regular turnover, exhibitions are both developed from the Pine Rivers Heritage Museum Collection and on tour from our State and National museums.

Located in the main gallery, our semi permanent displays include the unique Skyring Clock collection, Old School room, Yebri House (an original farm workers cottage), and military artefacts from Camp Strathpine. A series of displays feature the stories of the rich history of settlement and migrant experience, through oral histories, objects and dioramas. An animated theatrette provides an entertaining overview of our local area development.

**Typical duties**

- **Customer service officer**  
  This is primarily a front desk role; with duties including welcoming patrons, providing information services, assisting with shop sales, taking phone enquiries, and general administration.

- **Skilled tradesperson**  
  The museum boasts a large workshop shed, which is fitted out with all the necessary tools and equipment for purpose built exhibitions, as well as restoration of heritage items. Skills required for this work team include general workshop knowledge and practise, and experience in trades including cabinet making, carpentry, preservation and conservation, painting etc.

- **Collections administration officer**  
  Involves inputing the catalogue collection into the computer database.

- **School activities guide**  
  Instructing and guiding visiting school groups around the museum.

**Requirements**

- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with the Bribie Island Seaside Museum

Name of volunteer group: Bribie Island Seaside Museum
Contact person: Leonie Meyer
Contact phone number: (07) 3408 0007

Where will I be based?
The Bribie Island Seaside Museum is located at 1 South Esplanade, Bongaree, Bribie Island.

What times are volunteers required?
Depending on your availability, the BISM is open Tuesday to Friday 10am - 4pm, Saturday and Sunday 10am - 3pm.

Description of workplace
Bribie Island Seaside Museum is a new cultural asset that blends the stories of yesteryear within a setting that speaks boldly and plainly of today's 'Aussie' design and lifestyle.

Nestled in a parkland setting, it enjoys scenic views over the glimmering waters of Pumicestone Passage in Moreton Bay; an ideal, tranquil spot for relaxation and reflection on the amazing stories of Bribie's past.

Its aim is to tell Bribie's stories in a modern way; shedding light on the events, characters and stories that have made Bribie Island a special place in Australian history while offering an appealing tourism destination and a unique facility for the Queensland community.

The Museum presents three themed permanent exhibitions and a temporary 'changing' exhibition every two months.

The themes include ‘More Than a Skirmish’ - The Mathew Flinders and Bongaree 1799 Norfolk expedition and the contact with local Indigenous people; The Ones That Got Away - Fish and fishing history on Bribie and the Amateur Fishing Association of Australia's collection; and ‘Away from it all’ - The life, philosophy and influences of Australian artist Ian Fairweather.

Typical duties
- **Customer service officer**
  This will involve providing high quality customer service to museum visitors as well as handling cash
- **Hospitality at events and launches**
- **Installing exhibitions and displays**
- **Attending reception**
- **Retailing in the museum shop**
- **Taking guided tours**

Requirements
- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with the Redcliffe Museum

Name of volunteer group: Redcliffe Museum
Contact person: James Abernethy
Contact phone number: (07) 3883 1898

Where will I be based?
The Redcliffe Museum is located at 75 Anzac Avenue, Redcliffe.

What times are volunteers required?
The Museum is open Tuesday to Sunday between 10am and 4pm.
Depending on the role you're undertaking and the availability of tasks, shifts are usually a duration of 3 hours.

Description of workplace
The Redcliffe Museum celebrates, documents and interprets Redcliffe's historic peninsula and community.

The museum and its collections offer an intriguing insight into a unique area, its European history since 1799, its heritage as Queensland's first European Settlement in 1824-25, its much older Indigenous culture, its rich maritime history as well as the pleasures and surprises of bayside life.

Typical duties

- **Customer service**
  This will involve providing high quality customer service to museum visitors as well as handling cash

- **Collection management**
  Involves working as part of a team to assist with the registration of the collection, manage storage areas and assist with the installation of exhibitions.

- **Conservation/installation**
  Assisting with the conservation of the collection, under direction from the curator as well as the installation of exhibitions.

- **Education team**
  Developing and delivering school programs to school groups who visit the museum and assist with tour guiding.

Requirements

- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with the Redcliffe City Art Gallery

Name of volunteer group: Redcliffe City Art Gallery
Contact person: Andrew Gill
Contact phone number: (07) 3283 0464

Where will I be based?
The Redcliffe City Art Gallery is located at 470-476 Oxley Avenue, Redcliffe.

What times are volunteers required?
As a customer service volunteer you will attend shifts during the Gallery's operating hours which are Monday to Saturday between the hours of 10am and 4pm. You may elect to perform a morning shift from 10am to 1pm or an afternoon shift from 1pm to 4pm. Days and frequencies will depend on your availability and preference.

As an installation volunteer, you will generally be required on Mondays and Tuesdays from 9am, once per month, for exhibition changeovers.

Please note that the Gallery is closed on public holidays.

Description of workplace
The Redcliffe City Art Gallery presents an active annual program of curated exhibitions featuring works by local, emerging and nationally significant artists. The Gallery also hosts a number of touring exhibitions throughout the year as well as collection based exhibitions featuring works from the Moreton Bay Region Art Collection.

Running in conjunction with these exhibitions are workshops and artist talks as well as children's programs designed to inspire a love of art and creativity in young visitors.

The Gallery is home to the Redcliffe City Art Gallery Shop which stocks a range of art related and designer merchandise and locally handcrafted items.

Typical duties
- **Customer service**
  This will involve assisting visitors at the gallery's reception desk and monitoring the display. You will also be in charge of processing sales from the Redcliffe City Art Gallery Shop.

- **Installation**
  Involves assisting with the demounting and installation of exhibitions. You will receive training to develop specialist skills in the area of handling, hanging and packaging artwork for transportation. It is important that you are physically fit and able to assist with moving heavier objects as part of a team.

Requirements
- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with the Pine Rivers Art Gallery

Name of volunteer group: Pine Rivers Art Gallery
Contact person: Tracey Wallace
Contact phone number: (07) 3480 6942

Where will I be based?
The Pine Rivers Art Gallery is located at 199 Gympie Road, Strathpine.

What times are volunteers required?
The gallery is open between 10am and 4pm from Monday to Saturday. As a volunteer you may choose to perform a full day shift or you may opt for a morning shift from 10am to 1pm or an afternoon shift from 1pm to 4pm. Days and frequencies will depend on your availability and preference.

Description of workplace
The Pine Rivers Art Gallery is a dynamic exhibition space with a strong commitment to represent local arts in the Moreton Bay Region. The gallery hosts a diverse program of contemporary exhibitions, from solo exhibitions to large collaborative events. The gallery also hosts the annual Moreton Bay Region Art Awards and the Moreton Bay Region Youth Art Awards.

The gallery offers a wide range of exciting workshops and activities, from artist talks and discussions to hands on creative activities for adults and children.

There are more than 70 artisans represented in the gallery shop with a variety of merchandise including ceramics, textiles, books and jewellery.

Typical duties
- **Mail out**
  Assist gallery staff to promote exhibitions, workshops and events by helping with the mail outs - perhaps the largest and most important duty at the gallery.

- **Customer service**
  Assist visitors at the gallery's reception desk, answer phone enquiries and monitor the display.

- **Workshops**
  Oversee and mentor young people who participate in workshops and activities at the gallery.

- **Retail**
  Process sales from the gallery shop.

- **Installation**
  You may be required to assist with the demount and installation of exhibitions and art competitions. You will receive training in handling and hanging artwork but it is important that you are physically fit and able to assist with moving heavy objects as part of a team.

- **Other duties**
  The gallery is mindful that volunteers often have unique and valuable skills. Specific volunteer duties can be negotiated.

Requirements
- **Blue Card**
- **Workplace Health & Safety induction**
- **Code of Conduct induction**
Volunteering with the Caboolture Regional Art Gallery

Name of volunteer group: Caboolture Regional Art Gallery
Contact person: Joe Hextell
Contact phone number: (07) 5433 3710

Where will I be based?
The gallery is located at the Caboolture Hub, located at 4 Hasking Street Caboolture.

What times are volunteers required?
The gallery is open Monday to Saturday. Depending on availability, times available for volunteering are Monday to Friday 9am to 12.30pm and 12.30pm to 4pm. Saturday 9am to 12pm and 12pm to 3pm.
Special events such as public programs and exhibition openings are often scheduled outside these hours.

Description of workplace
The Caboolture Regional Art Gallery is a state of the art venue consisting of four outstanding exhibition spaces. Committed to delivering high quality art with cultural relevance, the galleries are a hotspot of exciting exhibitions and events for the region. Delivering an exciting and diverse range of exhibitions public programs and workshops, the Caboolture Regional Art Gallery is a dynamic venue offering something for everyone.

The four exhibition spaces are:
- **Main Art Gallery** which hosts major, local and touring exhibitions.
- **Long Gallery** which houses boutique exhibition of drawings, paintings and photography.
- **Focus Gallery** which is a dynamic multimedia space for new media art.
- **Hub Gallery** which is an accessible space to nurture the professional development of local artists; The Hub gallery presents a showcase of 12 exhibitions each year.

Exhibitions for the Hub Gallery are selected from an Expression of Interest process which takes place from February to July each year.

Typical duties
Gallery attendants are Caboolture Regional Art Gallery’s most crucial asset. Volunteers play an important and dynamic role in the gallery by providing staff with daily operational assistance:
- Providing information to gallery visitors as required
- Reception and administration support
- Conducting guided tours (school groups and visitors)
- Assisting with creative activities for children and adults
- Assisting at gallery functions, public programs and special events

Requirements
- Blue Card
- Workplace Health & Safety induction
- Code of Conduct induction