



STUDENT PLACEMENT BOOKLET

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Overview

Puddle Jumpers SA places great value on the significant contribution of students. We offer student placements (also known as practicum's, work experience, community service, and/or field education) to a range of students and institutions dependent on current needs, projects and program requirements.

Puddle Jumpers is a predominately volunteer run organisation, which offers a range of services to meet the diverse needs of children separated from their birth parents as well as young people, families and our volunteers. It is important that prospective students are well aware of the incredible diversity and challenges, which can often arise whilst on placement with Puddle Jumpers, and other community based organisations.

Students who achieve the most out of their placement with Puddle Jumpers are those who show initiative, are self-motivated, have had some experience in working with diverse groups of people and who hold a positive, mature outlook. As such it is these attributes that we look for when we are deciding upon student placement applications.

Ensuring that our students are well supported whilst they are on placement is very important to Puddle Jumpers. We will definitely provide support in terms of proper induction into the organisation, orientation tours, project/program direction & guidelines, task supervision, opportunities for incident debrief and attempt to encourage (where appropriate) peer supervision amongst students on placement together.

Some institutions are able to provide external supervision which Puddle Jumpers would encourage as it is vital that student's learning goals be properly set and frequently referred to.

Puddle Jumpers is able to offer both "direct Practice" and project placements. The nature of Puddle Jumpers work sees the majority of placements involving a combination of some direct practice and some research/project work. The type of placement offered will be dependent upon the placement vacancies at the time and upon the students' skills and interests. Whilst students do require a good level of self-motivation and initiative, Puddle Jumpers will endeavour to match students with a program, task supervisor and project/practice work which best suits the needs of both the student and Puddle Jumpers.

The time frame for conducting placement will vary depending on your institutions requirements. Commonly Puddle Jumpers prefers students to conduct placement in a block as far as possible as this assists students in terms of continuity and provides a better opportunity to obtain a sound understanding of working in the daily context of a community based NGO.

Students will be placed, to the best of Puddle Jumpers abilities, as close to the students' needs as possible. Students may get the opportunity to experience a variety of tasks/roles across the organisation.

As there can be a number of students from a variety of institutions, we have developed the following guidelines for counting hours while on camps/activity days, in order to ensure that there is consistency in the requirements for students undertaking placements.

All hours whilst on residential camps will be counted as 12hrs per day, therefore a full week camp counts as 60 hrs. placement.

There are a number of options for placement hours to be filled; some examples are on the following pages. All placements with hours undertaken in the office (or completing research/project work) includes general administration tasks such as typing, filing, data entry, answering phones, taking minutes, taking messages, returning messages, emails, and completing mail outs.

As a part of your institution's requirements, some students are required as part of the placement to have allocated on hour a week, to write in journals and reflect on the placement in relation to studies undertaken. We will happily support students in meeting this requirement. However other study, which is not part of the students' placement, is not to be undertaken whilst on placement either at camp or in the office.

Students on placement in the office, at the end of each fortnight will need to present journals and/or timesheets to be signed off by a staff member. If you have questions regarding placement please contact the Chief Executive Officer.

Melanie Tate

CEO & Founder
Puddle Jumpers



Placement Options

Certificate III - 80 Hours Placement (Youth Work, Community Services or other)

Option 1

Attend on Full (week long) camp. Minimum of filling mentor role, Working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day, therefore 60 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project work tasks to the completion of 20 hours (3 days of placement)

Option 2

Attend three mini camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 72 hours for the camps

PLUS

Attendance at the Puddle Jumpers office filling research/project work tasks to the completion of 8 hours (1 day)

Option 3

Attend one mini camp. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day, therefore 24 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project work tasks to the completion of 56 Hours (7.5 days) placement.

Option 4

Attend one mini camp. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for camp is 12 hours per day therefore 24 hours for the camp.

PLUS

Attend 1 Full (week long) Camp. . Minimum of filling leader role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 60 Hours for the camp.

There are other combinations of placement options, please discuss your areas of interest with the CEO. Please note however if students are returning from previous placement or are existing Puddle Jumpers volunteers, or are completing multiple camps as part of placement, there is an expectation that they will fill a leadership role on additional camps (if Possible) to ensure that there is an extension of learning from previous camping experiences.

Certificate IV – 120 hours placement (Youth work, Community Services, other)

Option 1

Attend two full (week Long) camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day, therefore 120 hours for the camps.

Option 2

Attend one full (week long) camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for camp is 12 hours per day, therefore 60 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project tasks to the completion of 60 hours.

Option 3

Attend One Full (week long) camp. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation 12 hours per day therefore 60 hours for the camp.

PLUS

Attend three mini camps. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 72 hours for the camps.

Option 4

Attend one mini camp. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 24 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project tasks to the completion of 96 hours.

There are other combinations of placement options, please discuss your areas of interest with the CEO. Please note however if students are returning from previous placement or are existing Puddle Jumpers volunteers, or are completing multiple camps as part of placement, there is an expectation that they will fill a leadership role on additional camps (if Possible) to ensure that there is an extension of learning from previous camping experiences.

Degree - 125 Hours Placement

(Social Work, Social Science, Health Science, Recreation & Sports, or Other)

Option 1

Attend one full (week Long) camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day, therefore 60 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project work tasks to the completion of 65 hours (8.5 days)

Option 2

Attend one full (week long) camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for the camp is 12 hours per day therefore 60 hours for the camp

PLUS

Attend two mini camps. . Minimum of filling lmentorrole, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 48 hours for the camps.

PLUS

Attendance at the Puddle Jumpers office filling research/project tasks to the completion of 17 Hours (2.5 days)

Option 3

Attend one mini camp. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 24 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project work to the completion of 100 Hours (12 days of placement)

There are other combinations of placement options, please discuss your areas of interest with the CEO. Please note however if students are returning from previous placement or are existing Puddle Jumpers volunteers, or are completing multiple camps as part of placement, there is an expectation that they will fill a leadership role on additional camps (if Possible) to ensure that there is an extension of learning from previous camping experiences.

Diploma - 200 Hours Placement

(Youth Work, Community services, other)

Option 1

Attend one full (week Long) camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day, therefore 60 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project work tasks to the completion of 140 hours placement. (18.5 days)

Option 2

Attend two full (week long) camps. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for camp is 12 hours per day therefore 120 hours for the camps.

PLUS

Attend two Mini camps. . Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for the camps is 12 hours per day therefore 48 hours for the camps.

PLUS

Attendance at the puddle jumpers office filling research/project tasks to the completion of 32 hours (5 days placement).

Option 3

Attend one mini camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for the camp is 12 hours per day therefore 24 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research and project work to the completion of 176 Hours (23.5 Days placement)

Option 4

Attend two full (week long) camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for the camps is 12 hours per day therefore 120 hours for the camps.

PLUS

Attend two mini camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for the camp is 12 hours per day therefore 48 hours for the camps.

PLUS

Attendance at the Puddle Jumpers office filling research/project tasks to the completion of 32 Hours (5 days of placement).

There are other combinations of placement options, please discuss your areas of interest with the CEO. Please note however if students are returning from previous placement or are existing Puddle Jumpers volunteers, or are completing multiple camps as part of placement, there is an expectation that they will fill a leadership role on additional camps (if Possible) to ensure that there is an extension of learning from previous camping experiences.

Degree - 500 Hours Placement

(Social work, Social Science, Health science, Recreation & Sports, or Other)

Option 1

Attend one Full (week long) camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as mentor, support worker, youth worker, assisting with activities. Time allocation is 12 Hours per day, therefore 60 hours for the camp.

PLUS

Attendance at the Puddle Jumpers office filling research/project work tasks to the completion of 440 hours placement.

Option 2

Attend one Mini camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation for the camp is 12 hours per day therefore 24 hours for the camp

PLUS

Attend the Puddle Jumpers office filling research/project tasks to the completion of 476 hours (63.5 days placement)

Option 3

Attend two full (week long) camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 120 hours for the camps.

PLUS

Attend two mini camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 48 hours for the camps.

PLUS

Attendance at the Puddle Jumpers office filling research/project work to the completion of 332 hours (44.5 days placement)

Option 4

Attend one full (week long) camp. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours per day therefore 60 hours for the camp.

PLUS

Attend two Mini camps. Minimum of filling mentor role, working 1:1 with young people (participants on camps/day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 12 hours therefore 48 hours for the camps

PLUS

Attendance at the Puddle Jumpers office filling research/project tasks to the completion of 416 Hours (55.5 days placement)

There are other combinations of placement options, please discuss your areas of interest with the CEO. Please note however if students are returning from previous placement or are existing Puddle Jumpers volunteers, or are completing multiple camps as part of placement, there is an expectation that they will fill a leadership role on additional camps (if Possible) to ensure that there is an extension of learning from previous camping experiences.

Research/Project Tasks

Below is a list of research/project work that may be undertaken, a combination of tasks/areas can be undertaken throughout your time at Puddle Jumpers, dependent upon current needs, projects and program requirements, as well as the volunteers skills, knowledge and interest.

<i>No</i>	<i>Area</i>	<i>Tasks to be undertaken</i>
1.	Clients	Client recruitment, Client Intake & Assessment, Client camp Placement
2.	Camps	Venues, Menus, Resources, show bags,
3.	Volunteers	Volunteer recruitment, Volunteer intake & Assessment, Volunteer camp placement, Volunteer training, social events, rewards & recognition, personal growth
4.	Community Food Nights	Menus. Programs, Resources, Advertising, Statistical Analysis
5.	Fundraising	Major Events, other events, catalogue drives, product development, middle man products, donations, Payroll deductions
6.	New Initiatives	Retreats, Camps, mentoring, Administration
7.	Policies & Procedures	Development review
8.	Communications	E-Newsletter, Volunteer handbooks, Newsletter, Parent/Carer handbook
9.	Finances	Invoices & receipts, Budget monthly prep, banking, GST/bass statements
10.	Promotions & Marketing	Advertising, Media Releases, Marketing Materials
11.	Records Management	Volunteer database, Evaluations, Client Database, Archives, Assets register
12.	Grants	Grants database, submitting applications, follow up applications, reports after funds expended
13.	Community Events	Venues, Menus, Programs, Advertising, Resources, bookings

Direct Practice Work

Below is a list of Direct Practice work that may be undertaken, a combination of tasks/area can be undertaken throughout placement dependent on current needs, projects and program requirements, as well as the student skills, knowledge and interest.

<i>No</i>	<i>Area</i>	<i>Hours for placements and usual times (for summaries of the events please see below)</i>
1.	Full Camps (week)	Usually occur in January, April, July and October school holidays, each camp is 60 hours of placements
2.	Mini Camps	Usually occur several weekends throughout the year , each camp is 24 hours for placements.
3.	Community Food Nights	Occur once a week, on every Monday where each evening is approximately 3 hours for a volunteer, with 2 hours of placement enacted during the Food Night and the final hour focused on pack up. The tasks on the evening will vary from interaction with the children and running activities, to manning and assisting in the Food Market or on Traffic Control. Placement can also include during the day set up which is approximately 6..5 hours, from 9:30-4:30.
4.	Community Events	Usually offered four times per year, April, July, October, December school holidays. Each event is hour for hour of time (usually approx. 5-7 hours) for placement
5.	Committees & project Teams	Committee and Project teams meeting occur monthly throughout the year. Each meeting usually lasts approximately one hour and from the meeting there may be tasks that will require further time. These meetings can be counted towards placement hours (hour for Hour)
6.	Social and Fundraising events	Fundraising and social events occur throughout the year and vary in time frame. For placement students wanting to claim hours as utilized for placement, they would be expected to assist in the planning, preparation, and/or facilitation of the event, then hour for hour of time spent on the event would be granted (varied hours for trainings offered)
7.	Client Interviews	Usually occur throughout the year on an ongoing basis, usually there is an influx of them as we call for nominations for camps. Client interviews usually take approximately 45 minutes to 1 hour per interview, time is also needed prior to and after the interview for preparation and typing file notes and entering information on the databases. Hour for hour of time spent on the interviews would be granted (varied hours for interviews). The time can also include travel to and from interview destinations if not occurring in the offices.

Direct Practice Work

<i>No</i>	<i>Area</i>	<i>Hours for placements and usual times (for summaries of the events please see below)</i>
8.	Volunteer Interviews	Usually occur throughout the year on an ongoing basis, usually there is an influx of them as immediately following a recruitment visit or as we call for nominations for camps. Volunteer interviews usually take approximately 30 minutes to 1 hour per interview with time needed prior to and after the interview for preparation and entering information onto the databases. Hour for hour of time spent on the interviews would be granted (varied hours for interviews), The time can also include travel to and from interview destinations if not occurring at the offices.
9.	Recruitment Talks & Presentations	Usually occurring throughout the year on an ongoing basis. Schools, Universities, and Tafe are common for volunteer recruitment talks, while agencies, schools and other charities are common for client/agency presentations. The presentations/recruitment talks vary in timeframes and should be counted hour for hour in time. Time may also be needed prior to and after the talks/presentations for preparation and preparing needed materials and after talks for entering information onto the databases, or any follow up that is requires.

Roles at Puddle Jumpers

Below is a list of roles that may be undertaken, a combination of roles can be undertaken throughout placement dependent on current needs, projects and programs requirements, as well as the students skills, knowledge and interest.

<i>No</i>	<i>Role</i>	<i>Frequency of Availability</i>
1.	Mentor	20 Positions per camp, a number of camps held throughout the year
2.	MinTie	6 Positions per camp, a number of camps held throughout the year
3.	Team Leader	4 Positions per camp, a number of camps held throughout the year
4.	Camp Support	4 Positions per camp, a number of camps held throughout the year
5.	MinTies Mentor	3 Positions per camp, a number of camps held throughout the year
6.	First Aid Officer	4 Positions per camp, a number of camps held throughout the year
7.	Kitchen Support Staff	2-3 positions per camp, a number of camps held throughout the year
8.	Program Coordinator	2 Positions per camps, with a number of camps held throughout the year. There are also single day events, social and fundraising events that may require event coordinators.
9.	Volunteer Facilitator	2 Positions per camp, a number of camps held throughout the year
10.	Child Protection officer	2-3 positions per camp, a number of camps held throughout the year
11.	Camp Manager	1 position per camp, with an option of shadow camp manager, a number of camps held throughout the year
12.	Client Interviewer	2 per interview taken, client interviews occurring all year round, partially occurring at time of calling for camps

Roles at Puddle Jumpers

<i>No</i>	<i>Role</i>	<i>Frequency of Availability</i>
13.	Volunteer Interviewer	2 per interview taken, volunteer interviews occurring all year round, partially at the time of calling for camps or following a recruitment talk
14.	Grandparents Liaison	2 Positions per camp, 2 camps per year
15.	Food Night Facilitator	20 positions per food night, with food nights being held every Monday occurring all year round (including Public Holidays)
16.	Fundraising Facilitator	Amount of positions available are flexible throughout the year, depending on interest
17.	Volunteer Artists	Amount of positions available are flexible throughout the year, depending on interest
18.	Office Admin	6-8 positions per day (Monday, Wednesday-Friday), occurring all year round. (Excluding public holidays)
19.	Office Support	6-8 positions per day (Monday, Wednesday-Friday), occurring all year round. (Excluding public holidays)
20.	Office Receptionist	1 position per day (Monday, Wednesday-Friday), occurring all year round. (Excluding public holidays)

Summaries of Tasks/Research/Project Work

1 Clients

Client Recruitment

- Research & Add referring Agencies onto database
- Disseminate information (Client Referral Guide)
- Follow up Phone calls to agencies that have had information posted

Client Intake & Assessment

- Contact families and Agencies regarding nominations received
- Schedule interviews with families/ Agencies
- Coordinate volunteers and/or conduct interviews
- Type interview notes & create files for clients

Client Camp Placement

- Email & post information about nominations open for camps/ Activities
- Coordinate nominations received into camp placement spread sheet
- Draft camp placements & waiting lists
- Post letters & forms for camp places and waiting lists
- Ensure camp forms are returned and filed for upcoming camps and activities

2 Camps

Venues

- Create campsites database
- Research into campsites
- Negotiate for bookings at campsites
- Book Campsites into camps

Menus

- Stock take food from food shed
- Write letters to seek food donations
- Draft menu from food bank list and other items in stock
- Follow up donation letters
- Update donations database
- Work on developing 6 healthy eating rotating menus and coordinating food orders
- Place/collect food items/orders
- Pack items for camps/activities

Resources

- Develop and implement material resources for camps, i.s. folders of resources
- Song books
- Pre camp materials
- Leader room materials
- Team building games folders
- Update camps procedures manual

Shoe Boxes

- Write letters to seek donations of items for shoe boxes i.e. fun items, educational/health/personal items
- Follow up donation letters
- Update donations database
- Go through food shed & food bank list and other stores, etc. to source items for show bags

Resources

- Draft program for camps
- Seek low cost and/or free activities/Facilitators
- Write letters to seek donations of items for program i.e. Art Materials, costumes, etc.
- Follow up donation letters
- Update donations database
- Submit final draft of program for approval

3 Community Food Nights

Menus

- Stock take food from food shed
- Write letters to seek food donations
- Draft menu from food bank list and other items in stock
- Follow up donation letters
- Update donations database
- Work on developing 6 healthy eating rotating menus and coordinating food orders
- Set up items for food night

Resources

- Develop and implement material resources for food nights, i.e. folders of resources
- Song books
- Update food nights procedures manual
- Draft program for Food Nights
- Seek low cost and/or free activities/Facilitators
- Write letters to seek donations of items for program i.e. Art Materials, costumes, etc.
- Follow up donation letters
- Update donations database
- Submit final draft of program for approval

Market

- Set up outdoor market style area for food
- Maintain Occupational Health & Safety through-out set up
- Gardening if weather permits
- Maintenance of stock levels to be constantly monitored and replenished when necessary

Cafe

- Set up outdoor café area for people to sit & relax
- Making people feel welcome and appreciated the minute they walk in

Food Handling

- Cook/prep meals for the evening
- Cook/prep snacks to be provided throughout the evening
- Serving food to people in need, using our services throughout the evening

Statistical Analysis

- Collect data from Food Nights and provide a weekly analysis of the data that is easy to read and access through Excel

4 Volunteers

Volunteer Recruitment

- Research and add schools, Tafes, and Uni contacts onto volunteer recruitment database
- Send information about volunteer placement and talks
- Follow up phone calls to book in talks and/or disseminate more information
- Develop appropriate resources for school talks i.e. Videos, slide shows, posters, sign-up sheets
- Enter sign-up sheet volunteers onto database & make initial contact

Volunteer Intake & Assessment

- Contact volunteers regarding applications received
- Schedule interviews with volunteers (Coordinate volunteer interviews and/or conduct interviews)
- Create files for volunteers
- Complete reference checks for all new volunteers, & follow up volunteers for police checks & certificates needed
- Update volunteer information on database

Volunteer Camp/Activities & Food Night Placements

- Email & post information about nominations open for camps/activities
- Coordinate nominations received into camp placement spreadsheet
- Draft Camp placements and waiting lists
- Post letters & forms for camp places and waiting lists
- Ensure forms needed are returned and filed for upcoming camps and activities

Volunteer Training

- Research into training workshops/weekends for volunteers – enter info onto database of volunteer trainings
- Research external training events & ensure advertised to volunteers
- Book events for volunteers
- Develop Flyers and promotion materials for events
- Collate bookings & coordinate running training/workshops

Social Events

- Research appropriate social events for volunteers – enter information onto database
- Book events for volunteers
- Develop flyers, & promotional materials for events, collate bookings & coordinate running event

5 Volunteers cont

Rewards & Recognition

- Research into appropriate rewards & recognition for volunteers – enter information onto database
- Source and collect items for volunteer show bags

Personal growth

- Research formation (Personal Growth) events for volunteers – enter info onto database of volunteer formation events
- Research into external formation events & ensure advertised to volunteers
- Book events for volunteers
- Develop flyers, & promotional Materials for events
- Collate bookings & coordinate running event

6 Fundraising

Major Events

- Research possible venues, dates, & themes, then book venues and entertainment
- Design Flyers, tickets, invitations, advertise event in all possible avenues
- Seek and book guest speakers, MC's Etc
- Write letters to seek donations for products for prizes & f/up letters
- Make up games, auction items & prize packs & take bookings for attendees
- Design running sheet for evening slide shows, etc.

Other Events – Pasta Nights, Movie Nights, Photo Days

- Research possible venues, date & themes, then book venues and entertainment
- Design flyers, tickets, invitations, Advertise event in all possible avenues
- Seek and book guest speakers MCs etc.
- Write letters to seek donations of products for prizes & f/up letters for donations
- Make up games, auction items & prize packs & take bookings for attendees
- Design running sheet for evening, slide shows, etc

6 Fundraising cont

Catalogue Drives

- Research and seek samples of possible catalogue drives
- Coordinate dates for sending out and cut off dates of return
- Mail out and advertise drive, then coordinate orders being placed and collected

Product Development – Potential products need to be developed, sourced, researched, drafted and coordinated

- CDs
- Calendars
- Greeting Cards
- Story Books

Middle Man products – Raffle Books, Entertainment books

- Research and seek samples of possible products
- Coordinate dates for advertising/selling/sending out and cut of dates of return
- Mail out and advertise drive, then coordinate orders/items purchased/sold and collected

Donations

- Develop Donation envelopes and collection tins
- Research into door knock appeals
- Seek churches, schools, businesses to use envelopes for us
- Develop donations database for location of all envelopes/tins and when follow up is required

Payroll Deductions

- Follow up with united Way re Deductions schemes
- Liaise with schools, workplaces, etc. to establish introducing scheme
- Develop Flyers/promotional materials for use
- Develop Database of payroll scheme participating/contacted schools, workplaces

7 *New Initiatives*

Retreats

- Develop proposal for retreats service for schools, church and youth groups, including research others in the market, marketing materials, advertising promotional items

Camps

- Develop proposal for fee based camps, including research others in the market, marketing materials, advertising/promotional items

Mentoring

- Develop proposal for mentoring program (Puddle Jumpers being the middle man) including research others in the market, marketing materials, advertising/promotional items

Administration

- Develop proposal for Administration management (Puddle Jumpers being the Middle Man) including research others in the market, marketing materials, advertising/promotional Items

Other

- If you have ideas about potential services/projects then develop it into a proposal format (Feel Free to discuss with CEO)

8 *Policy and Procedures*

Development

- All Puddle Jumpers policies and procedures to be updated into new format (that's used for OHS&W)

Review

- All existing policies to be submitted to the CEO to be update

9 Communication

E-Newsletter

- Design a new e newsletter format that encompasses more overall agency info to be sent to client, agencies , volunteers, etc.
- Regularly source info and put together email ready to be sent out

Volunteer handbooks

- Draft Volunteer handbook the can be given to volunteers at interview process
- Regularly review and update content to ensure it is still accurate and up to date

Newsletter

- Source Info and newsletter articles and put together final draft of the newsletter, try to make the format that encompasses more overall agency info to be sent to client, agencies, volunteers, etc.

Parent/Carer Handbook

- Draft families handbook specific to families camps that can be given to families signed up for family camps
- Regularly review and update content to ensure it is still accurate and up to date
- Review existing parent/carers handbook and draft updates

10 Finances

Invoices and Receipts

- Create invoices for items purchased/ordered and sent out
- Follow up with unpaid invoices
- Create receipts for monies received and sent out

Budget Monthly Prep

- Prepare monthly financial report for CEO through MYOB into Excel format
- Reconcile figures with bank & MYOB

Banking

- Weekly prepare banking (Cheques & cash) organise for total amount to be banked and submit paperwork to BDM for records
- GST/Bass Statements
- Prepare GST/Bass statements through MYOB, receipts and invoices

11 Promotions and Marketing

Advertising

- Source locations for us to advertise low cost or ideally free add onto advertising database
- Advertise all current Puddle Jumpers Events

Media Releases

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

Marketing Material

- Research, source and implement marketing materials for Puddle Jumpers
- Flyers, Badges, Stickers
- Merchandise
- Other Promotional Items

12 Records Management

Volunteer Database

- Update database (Phone calls, emails, forms received, recruitment lists etc.)

Evaluations

- Update database of all recent camps activities
- Develop database for missing evaluations i.e. volunteer annual surveys

Client Database

- Add in new areas for database, emergency contacts, social workers, details etc.
- Update database (Phone calls, emails, forms received etc.)

Archives

- Go through archives and shred items no longer needed
- Develop & implement system for easy storage and retrieval of documents

Assets Register

- Develop Assets register and process to ensure it is kept up to date

13 Grants

Grants Database

- Go through database and check closing dates of grants listed
- Research new/ potential grants and add to database
- Gather and save documents needed to apply for grants, guidelines, form etc.

Submitting applications

- Draft applications to be submitted (refer to database for what has already currently been applied for and to whom)

Follow Up Applications

- Follow up calls to be made for all applications submitted that we have not yet heard from (refer to database for what has already currently been applied for and to whom)

Reports after funds expended

- Draft reports, (letters, photos, evaluations, budgets) after grant money have been expended ready to be submitted.

14 Community Events

Venues

- Create venues database for locations to hold community events (schools, ovals, community halls, parks etc.)
- Research Venues
- Negotiate for booking community events
- Book venues in for community events

Menus

- Stocktake food shed
- Write letters to seek food donations
- Draft menu for community event – food bank list and other items in stock
- F/up Donation letters
- Update donations database
- Place/collect food items/orders
- Pack items needed for event

Programs

- Draft program for community event
- Seek low cost and/or free activities/facilitator
- Write letters to seek donations for items for program- Art materials, costumes etc.
- F/up donation letters & update donations database
- Submit final draft of program for approval

Advertising

- Source locations for us to advertise – low cost or ideally free & add onto advertising database
- Advertise all current Puddle Jumpers Services and events
- Develop Flyers, invitations to send to clients, agencies and send out

14 Community Events cont

Resources

- Develop & implement material resources for community events, i.e. tubs system, folders of resources
- Team building games folder
- Getting to know you games folder

Bookings

- Take bookings from volunteers, clients, general public for community events
- Maintain booking and cut off numbers

Summaries of Direct Practice Options

1 Full Camps

Full camps include overnight stays for both pre and post camp. We aim to have 1:1 ratios of children to volunteers/placement students on camp. They are usually 4 days, 3 nights (6 days, 5 nights including pre and post camp). The camps are based on challenge, self-development and team work. There are approximately 20-30 places available for children/young people and an equal number for leaders on each camp offered.

2 Mini Camps

Usually offered over weekends from Friday afternoon through to Sunday afternoon and are offered for identified target groups, such as siblings access camp, grandparents respite etc. We aim to have 1:1 ratios of children to volunteers/placement students on camp. The camps are based on challenge, self-development and team work, as well as specific aims for target groups identified. There are approximately 15-20 places available for children/young people and an equal number of leaders on each camp offered.

3 Community Food Nights

Every Monday night, Puddle Jumpers Inc. offer market style collection of free food, toiletries and a free meal as well. These nights are prepared and stocked during the day, with weekly food collections to assist in stock levels. The events run through the evening from 5 to 7pm. Depending on the amount of volunteers on hand, the evening pack up can extend to 9pm or be as quick as finishing at 7:30pm. There are as many as 150 people that come through our Food Nights from all around Adelaide, and we aim to make them feel as welcome and at home as possible, with no identification needed upon entry.

4 Community Events

Community events are held for all client groups and/or the community at large individually at various times throughout the year. They usually range from in-house craft days, to excursions to the movies, zoo, rock climbing etc. Community events are also held for families. Community events are often held at various locations. We aim to have 1:1 ratios of children to volunteer/placement students. The times they are run is varied based on the event planned.

5 Committees and Project Teams

There are several committees, these are Fundraising committee, social committee, camps and Activities committee, resource team, donations and grants team, client intake and assessment team, volunteer recruitment team. For information on any of these committees please ask.

6 Social and Fundraising Events

Social and Fundraising events are run at various times throughout the year, ranging from annual balls, fun runs, raffles/lottery tickets, entertainment book sales, movie nights, garage sales, etc.

7 Client Interviews

Client interviews are a part of our intake and assessments process. This includes that interview itself, which comprises of questions regarding the client background, behaviour and interest for new clients nominated for camps/services. They can be undertaken at our offices, at clients' houses, at agencies or over the telephone, the location is negotiated with the carer/agency.

8 Volunteer Interviews

Under taking volunteer interviews for new volunteers wanting to work in a variety of volunteer positions. This includes educating the applicant on Puddle Jumpers background and organisation.

9 Recruitment Talks/Presentations

Recruitment presentations are in a variety of time frames (usually 30 minutes to 1 hour). Presentation to a School, Tafe, or Educational Institution about Puddle Jumpers and the opportunities to volunteer. The Presentation includes background on Puddle jumpers, volunteering options, and the services we provide (including camps). Presentations about the organization (including information sessions to agencies regarding client nominations) are also varied in time frames (usually 30 mins to 1 hour) presentation.

Summaries of Roles

1 Mentor

The mentor role is to interact and care for the children while on camp. The camp allows volunteers to work one on one with the children and to enable self-development and teamwork.

2 MinTie

The MinTie role is to interact and care for the children while on camp. The camp allows volunteers to work one on one with the children and to enable self-development and teamwork, but with further assistance from their own Mentors.

3 Team Leader (GL)

The team leader role is to oversee volunteers and participants in their allocated group. They ensure volunteers are getting breaks and know the location of their group at all times.

4 Camp Support

The role of the support staff is to help wherever is needed at the time they have available. There is no real limit on what a support volunteer can do. They pick up the slack wherever needed. A support volunteer floats around, does not spend too much time in one spot. Will not remain in just one team, or one role for a whole camp but will move to another role when needed.

5 *MinTie's Mentor*

The MinTie's Mentor is the person that tries to 'be there', comfort, reassure and provide direction and support to MinTies. MinTies Mentors are also there to mediate between MinTies if needed and support them with their roles as Mentors.

6 *First Aid Officers (FAO)*

First Aid officers are volunteers with a current First Aid Certificate (Preferably Senior First Aid or Schools and Centres Certificate), who administers first aid for participants and volunteers and supervises medication self-administration for participants.

7 *Kitchen Staff Member*

Kitchen staff are in charge of cooking meals on camps/events – breakfast, morning tea, lunch, afternoon tea and dinner. The kitchen staff can include cooks and kitchen hands.

8 *Program Coordinator (PC)*

Program coordinators facilitate the camp and ensure the runs smoothly. They are also in charge of changing the program if needed due to external factors. The camp coordinator offers and delegates activities to volunteers to operate. Event Coordinators oversee the planning and facilitation of the event, this includes planning and running a specific event, from organizing a venue, budgets, donations, resources and running sheet.

9 Volunteer Facilitator (VF)

Volunteer facilitators attend camps as a support for the volunteers attending camps. They can be approached to discuss any feedback, issues or concerns that volunteers may have. They also run nightly debriefs.

10 Grandparents Liaison

Grandparents Liaisons attend camps as a support for the Grandparents that attend Christmas and Carers camps. Their roles is to program activities for the grandparents while also maintaining a level of care and support. They are separated from the children on camp.

11 Child Protection Officer (CPO)

Child protection officers assist with making child protection reports (Child Safe Environments Reports) and further information related to child protection issues.

12 Camp Manager

The Camp Manager is in charge of overseeing the camp and can be approached about any feedback or information if required.

13 Client Interviewer

Client interviewers attend interviews and facilitate the interviews, asking questions and gain information on the client being interviewed as well as taking notes. The client interviewer needs to gain an understanding of what the clients' background and behaviour to enable sufficient information for camp.

14 Volunteer Interviewer

Volunteer interviewers, facilitate volunteer intake interviews, asking questions and gaining information on the volunteer being interviewed. The interviewer needs to gain an understanding of what the volunteer would like to achieve out of volunteering and the skills they can provide.

15 Food Night Facilitator

Food Night Facilitators assist the staff in preparing and presenting weekly food nights to the public. This role can extend to participating through the night by maintaining stock levels and interacting with the public and children.

16 Fundraising Facilitator

The Fundraising Facilitators assist and facilitate fundraising activities on the fundraising committee which can extend to grants and research of event opportunities or attending fundraising events on behalf of Puddle Jumpers.

17 Volunteer Artists

Volunteer Artists h Puddle Jumpers by making merchandise to sell. These items include but are not limited to sewing, painting and designing giving plates.

18 Office Admin

This role includes but is not limited to answering phone calls, interacting with clients and the public, data entry, filing and research.

19 Office Support

While incredibly similar to the role of Office Admin, they may also assist in roles outside of the office such as maintenance, donation and food collections and gardening.

20 Office Receptionist

The Office Receptionist is the first point of contact for Puddle Jumpers Inc. This role includes but is not limited to maintaining the office space, general administrative support and deal with queries from clients, volunteers and the public.

