



Volunteer Role Descriptions

Hakeke St Community Centre & Library Hub

Whanganui East, opposite Williams Domain

From 1 hour a week.

Hakeke St Hub thrives thanks to the support of our amazing volunteers.

Below is an overview of the key volunteer roles, their focus and the skills they bring to help us serve and connect with our community.

Role Title	Focus/Key Tasks	Desired Skill Sets
Library Support Assistant	Meet & greet, shelving, assist with groups, general upkeep	Customer service, organisation
Content Creator	Photography, design, signage, content creation	Creativity, tech skills
Tech Assistant	Coding, gaming, IT, Roblox, Minecraft, Projector	Tech knowledge, patience
Children' s Assistant	Crafts, play, storytelling, assisting with kids events	Child focus, patience, kindness
Kaiāwhina Māori	Māori storytelling, signage, book curation, waiata	Te reo Māori, waiata
General Hand Assistant	Physical and hands-on projects like the garden, sport in Williams Domain, rubbish could be picked up, painting and light projects.	Gardening, sports, cleaning, painting, labouring, grounds person.

Volunteers have the freedom to set their own schedule and determine the length of their commitment. Volunteers gain valuable training and experience, receive a reference and a defined job title to help build their CV.

Talk to us about how you can be a part of our community Hub.

Contact

Waiora Marama, Manager & Jah Clarke, Coordinator

admin@hakekest.org.nz

022 096 5673



Volunteer Sign-Up Form

Hakeke Street Community Centre & Library

Thank you for your interest in Volunteering with us! We aim to match volunteers with opportunities that suit their strengths, interests and goals.

We believe everyone has something valuable to contribute. We focus on volunteer strengths and creating opportunities that help people grow skills, confidence and community connections.

Personal Details

Full name: _____

Preferred Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Emergency Contact

Name: _____

Relationship: _____

Phone Number: _____

Availability

Please indicate the days/times you are generally available:

- | | | | |
|------------------------------------|---------|-----------|---------|
| ☐ Monday | Morning | Afternoon | Evening |
| ☐ Tuesday | Morning | Afternoon | Evening |
| ☐ Wednesday | Morning | Afternoon | Evening |
| ☐ Thursday | Morning | Afternoon | Evening |
| ☐ Friday | Morning | Afternoon | Evening |

☐ Saturday Morning Afternoon Evening

Areas Of Interest

☐ Customer service

☐ Library books

☐ Content creation

☐ Arts & crafts

☐ Youth activities

☐ Gardening

☐ Kaupapa Māori

☐ Sport & recreation

☐ Maintenance & DIY

☐ Technology

☐ Other areas of interest: _____

Tell Us About Your Strengths

Do you have skills, experience, hobbies or interests that you would like to share?

Your Goals

☐ Build my CV

☐ Gain work experience

☐ Learn new skills

☐ Meet new people

☐ Give back to the community

☐ Build Confidence

☐ Other: _____

Additional Information

Do you have any support needs, accessibility requirements, or information you would like us to know ?

Consent

I understand that volunteering is a voluntary role and agree to follow the policies and procedures of Hakeke Street Community Centre & Library.

Signature: _____

Next steps...

Bring your Volunteer form into Hakeke St Community Centre & Library, and we will show you around the facilities and chat about your start date.

Or give us a call or message:

☎ 06 927 6707

📠 022 096 5673

✉ admin@hakekest.org.nz

📍 Hakeke Community Centre & Library

Request and Consent Form



2.3 Personal information

* Mandatory field

Family/last name *
(that you are most commonly known by)

Given/first and middle name(s) *

Gender *

Date of birth * (dd/mm/yyyy)
(must be 14 years of age or over)

Place of birth (Town/City/State)

Country of birth *

NZ Driver Licence number

Name of parent or guardian
(if vetting subject is 14 or 15 years old *)

2.4 Other names

Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.

Family name

First name

Middle names

2.5 Permanent residential address

* Mandatory field

Flat/number - and street name *

Suburb

Postcode

Town/City *

Authorisation of vetting subject. By signing this form:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

Full name:

Date: (dd/mm/yyyy)

Signature:

Or electronic signature: *

☐

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

Parent/Guardian's full name:

Date: (dd/mm/yyyy)

Parent/Guardian's signature:

Or electronic signature: *

☐

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.