



Bellarine Catchment Network

Position Description: Event Support Volunteer



About Bellarine Catchment Network

The Bellarine Catchment Network (BCN) is a network of over 45 community groups, land managers and government organisations collaboratively delivering environmental projects across the Bellarine and Geelong region. BCN is governed by an incorporated committee and employs a team of permanent contracted and casual staff. We deliver a number of engagement projects in collaboration with partners including Barwon Coast, Bellarine Bayside, Borough of Queenscliffe, City of Greater Geelong and Coastcare Victoria.

The Bellarine Peninsula is 34,000 ha in area with 137 km of bay, estuary and ocean frontage. Only about 5% of it retains its original vegetation cover. BCN's Vision is for "healthy, flourishing and diverse ecosystems cared for by an aware and engaged community."

More information about our plans and projects can be found in our 'Strategic Plan 2023-2028', our latest Annual Report and via website at www.environmentbellarine.org.au

About the Role

Bellarine Catchment Network facilitates a large education and summer program each year. With over 20 events in January alone, Event Support Volunteers play a vital role in helping deliver engaging and successful community events for the local community. The main focus of these events is to educate and engage the wider community about marine and coastal values, including dune conservation, Marine National Parks and local threatened species.

Volunteers will assist Engagement staff with event preparation including set-up, pack-down, and provide friendly support to visitors at stalls and activities. Events include beachcombs, rockpool rambles, Coastal Discovery Stalls, Bush and Beach Walks, Twilight Walks.

This role will be ideal for both studying or graduate students and/or passionate individuals looking to gain experience with a dynamic environmental not-for-profit.

Key Responsibilities:

- Assist with event set-up and pack-down, including arranging tables and displays.
- Help operate activity stalls, welcoming attendees and answering general questions.
- Support event logistics, such as directing participants, restocking materials, and maintaining a tidy event area.
- Assist with registrations for marine and coastal events as needed.
- Work as part of a team to ensure a safe, inclusive, and enjoyable environment for all participants.
- Volunteers will receive an event briefing and any necessary on-the-job training.

Commitment Required

- Hours vary depending on event schedules (some events are 2 hours, some are 4-6). Volunteers can contribute as much as they like.
- Most events occur on weekends or public holidays.
- Volunteers can nominate availability in advance.

Benefits

- Gain hands-on experience in community event delivery.
- Meet new people and contribute to local initiatives.
- Develop teamwork, communication, and organisational skills.
- Engage with local not-for-profits and community groups.

How to Apply

Applicants must be over 18 and have a current Working With Children Check or acquire one before any volunteering begins. A drivers license is not essential but will be helpful.

Please email admin@bcn.org.au describing your interest in this role and describe any relevant experience or skills that may apply.