



# Pottsville Beach Neighbourhood Centre

Pottsville Beach Neighbourhood Centre (PBNC) is community managed and has been in operation since May 2000. Since this time, it has established many programs and activities to meet areas of unmet need, and to strengthen this local community.

PBNC is able to offer the range of services and level of assistance with support from community groups and individuals, partnerships with services and agencies, and through the dedication and commitment from PBNC workers (community volunteers and employees).

## Regular Activities

- \* Information and referral service to community and government services/ local activities and groups
- \* Diverse community volunteer program
- \* Light Aerobics
- \* Wordsflow Writers' Group
- \* Playgroups, Toddler Tunes and Stories
- \* Parent education sessions and resources
- \* Beach markets (1st and 3rd Sunday of the month - market stalls may be booked during office hours or onsite on the day between 6:30am and 7:30am).
- \* Community barbeque (1st and 3rd Sunday of the month)
- \* Community gardening
- \* Personal development sessions - Stretch Your Mind; Computer courses and tuition
- \* Diabetes Support Group (1st Wednesday of the month)
- \* Business and community meetings

# PBNC needs your assistance!

PBNC is looking for members of the community to join with the dynamic team to provide many different services and activities. There are a variety of areas where you can assist, including:

## Front Line Reception

telephone and 'in person' enquiries;  
information and referrals;  
general duties.



## Administration

banking, filing, data entry;  
toy library and room hire;  
group facilitation



## Public Access Resource

internet access assistance;  
computer tuition - courses and individual sessions



## Fundraising

shopping;  
food preparation and service;  
community barbeque  
(on Market Sundays).



## Opp. Shop

sorting, cleaning and displaying items; shop assistance and cash handling.



**Maintenance** (minor)  
maintaining grounds and buildings

## Markets (1st and 3rd Sunday of the month)

marshalling, information delivery and promotion;  
cash handling.



# Volunteering

Volunteers are people who freely choose to give their time and energy to projects and organisations within the community for no financial reward.

Volunteers come from varied backgrounds; including the unemployed, semi-retired and retired professionals, and people looking to improve their skills for employment.

Many volunteers benefit by engaging in this work to:

- **Make new friends and become familiar with what their community offers**
- **Learn new skills**
- **Explore different career opportunities**
- **Contribute to their local communities**
- **Utilise past experience for the benefit of others**
- **Do something positive in their spare time**
- **Gain experience**
- **Build-self confidence**

PBNC has an extensive and supportive volunteer program which works in collaboration with **NORTEC Volunteering** and other community-managed organisations in the sharing of training, information and resources to enhance its volunteers' experiences.

For more information on NORTEC, contact:  
**(02) 6672 8288** or email them on  
**[volunteering@nortecLtd.com.au](mailto:volunteering@nortecLtd.com.au)**  
or visit their website:  
**[www.nortecLtd.com.au](http://www.nortecLtd.com.au)**