

WHY WE NEED AND LOVE VOLUNTEERS AT VCYC!

VCYC takes a massive community of people to help put it all together. Each year we are blessed with volunteers who generously give their time and energy to serve the youth of Victoria so that they have the opportunity to hear about and respond to the truth and love of Jesus Christ.

WHAT'S INVOLVED?

It takes many different teams and skill-sets to make VCYC happen, from cooking to music to prayer ministry. Most VCYC volunteers, affectionately known as Ninjas, are divided into two teams: Food Ninjas and Event Ninjas. Food Ninjas work closely with the Cooking Team, led by our Hospitality Coordinator, and assist with preparing and serving meals. Event Ninjas assist with set up, pack up and helping with the activities that run throughout the weekend.

TIME EXPECTATIONS

It is expected that the Volunteers will be available for the two days of the convention beginning on Friday after lunch through till approximately 3pm on Sunday afternoon. We understand that this might be difficult for people who work, so we would ask that you pray about the possibility of asking for leave, or to talk to us about the time you do have available to give. The main briefing for all the volunteers will happen at 4pm on Friday where there will be a walkthrough of the convention and campsite, and a chance to meet the rest of the team. We have early starts and late nights but plenty of downtime during the day.

Time expectations is largely based on the number of volunteers we get each year, so bring along your friends because the more, the better!!

BENEFITS OF VOLUNTEERING

We love our volunteers and so we want you to feel valued and have you enjoy the convention too! Volunteering means that you will be part of a great team, you can form new friendships, you can serve hundreds of youth and their leaders, you can eat with people from all over Victoria, you can join in on the activities and the worship, hear great teaching from the Bible in the Main Sessions, and rest in comfortably warm bedrooms!

HOW TO REGISTER

To become a volunteer you must be over 18 years old and have a valid Working With Children Check. You are also required to list Belgrave Heights Convention as an organisation on your Working with Children card. Details on **how-to guide** for updating your Working With Children's Check is below. Additionally, all VCYC Volunteers will be required to read, agree to, and sign the **BHC Child Protection Policy** which will be part of the registration process.

VCYC Volunteers will be fed and accommodated for the weekend. We ask our volunteers to **pay** \$40 to cover the costs for both of these.

If you are interested in in volunteering, send us an email at info@vcyc.org.au and we'll contact you with all the information including our children protection policy.

If you have any questions, please get in touch!

Equipping young people with God's Word to impact their world

Email: info@vcyc.org.au | Web: www.vcyc.org.au | Phone: (03) 9752 6855

Address: 3 Convention Avenue, Belgrave Heights VIC 3160

A ministry of the Belgrave Heights Convention Centre



Working with Children Check



For a New application, to Renew, or to Update your WWCC, go to:

www.workingwithchildren.vic.gov.au

→ For a **New application**, select **'Apply for a Check'**. Select **'Start application'** and follow the steps. Please see below for **'Organisation Details'** and **'Occupational work code'**.

As a volunteer, you are only required to apply for a Volunteer Check, which does NOT require payment. When the paperwork is completed you will be required to submit it at your local Australia Post Office.

→ To **Renew** or **Update** your WWCC, go to the top right hand corner and select **'MyCheck'**.

If you have not used this system before, you will need to select **'I want to register'**. Follow the steps to **'Register'** (you will need your WWCC card handy).

If you are an **'Existing user'**, enter your details and **'Login'**.

Once logged in you will see a page which will say **'Welcome to MyCheck'**.

All of your Personal details, Organisation details and Occupational work codes will be listed here.

To RENEW your Check, select **'Renew my Check'** from the Menu on the left hand side.

Follow the steps on the screen, clicking 'NEXT' to proceed when correct.

Please see below for **'Organisation Details'** and **'Occupational work code'**.

As a volunteer, you are only required to apply for a Volunteer Check, which does NOT require payment.

If you are Renewing an Employee Check for your occupation however, you will be required to pay the fee.

To save changes, you must:

- Tick the declaration that the information is correct
- Click the Submit button

To UPDATE your details, select **'Change my details'** from the Menu on the left hand side.

This will allow you to update all of your Personal contact details, to 'Add an Organisation' or to 'Add an Occupational Work Code'.

If Belgrave Heights Convention (BHC) is not listed, please select **'Add an Organisation'**.

Organisation name: **BELGRAVE HEIGHTS CONVENTION - VCYC**
Postal number and street: **3 CONVENTION AVE**
Suburb: **BELGRAVE HEIGHTS**
State: **VIC**
Postcode: **3160**
Phone: **03 9752 6855**
then select **'Update'**.

The **'Occupational work codes'** you will need listed are:

"64 - Religious organisations"

"10 - All overnight camps for children"

Check the box for: **Volunteer**

Please note: If you have a current Employee card, you can 'Add an Organisation' or 'Occupational work code' as a Volunteer without being required to pay a renewal fee.

To save changes, you must:

- Tick the declaration that the information is correct
- Click the Submit button