

## What is Gippsland Rotary Centenary House?

Gippsland Rotary Centenary House is a community owned accommodation facility which houses patients and families who are attending the new Gippsland Cancer Care Centre located at Latrobe Regional Hospital (LRH) and families of in-patients at the Hospital who would otherwise need to travel unreasonable distances to be with their loved ones.

## Where is Centenary House?

The house is located behind the LRH at 39 Valley Drive, Traralgon. Access is via Village Avenue (turn at the traffic lights on the Prince's Highway) or off Airport Road.

## How can you help?

As the House Manager and Assistant Manager are the only paid employees, volunteers play a vital role in the daily management of the service.

You can volunteer in a wide variety of ways (see over) with flexibility in how often you wish to help out. Volunteers can be allocated set times and days in a four week repeating roster or be available to be called when needed. No previous experience is needed; however an enthusiasm for interacting with a wide range of people is important.

For more information please contact Carol Crewe, Manager during business hours.

## What does the Centenary House offer?

Centenary House aims to provide low cost, supportive accommodation on a temporary basis.

Centenary House has:

- Seventeen bedrooms with ensuites & kitchenettes
- Two self contained units with bedroom, ensuite, lounge and kitchenette
- Communal kitchens and dining rooms
- Lounge rooms
- Secure internal courtyards
- Quiet room for family privacy
- Computer area
- Reading area
- Children's indoor and outdoor play areas
- Laundries with washing machines / dryers
- Telephones and TVs in every bed room

Linen is supplied, though guests are welcome to bring their own if they prefer. Guests will need to wash their own clothes and should assist with the cleaning their rooms on departure, including bed linen.

Tea/coffee and some basic food is supplied, otherwise guest will have to bring any food they will need. There are limited cooking facilities in the rooms, with the communal kitchen being suitable for all cooking requirements.

## Volunteer Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

I wish to volunteer for:

General duties (reception, cleaning, etc)

Administrative support

Gardening

House maintenance

Driver

Fundraising Subcommittee / events

I would like to volunteer on a roster:

Weekly  Fortnightly

Monthly  Call in only

I am able to volunteer:

Weekdays  Weekends

Please return the completed form to:

Carol Crewe  
Gippsland Rotary Centenary House  
39 Valley Drive  
Traralgon VIC 3844



In registering as a volunteer:

- I consent to the Committee of Management undertaking a confidential Police Check at the Committee's expense prior to my commencement. I also agree to advise the House Manager of all instances where I am found guilty of an offence while I am contracted as a volunteer.
- In the case of volunteer driving, I advise that I possess a current Victorian Motor Vehicle Driver's licence  
(Licence No. \_\_\_\_\_)
- I advise that there are no medical, legal, insurance related or any other reasons that would impact on or prevent me performing this volunteer work.
- I give consent for the House Manager or authorised representative to contact me regarding my volunteer work
- I agree to undertake whatever appropriate volunteer training the House Manager organises at their expense.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that all information contained on the form shall be treated as confidential and shall not be used or issued to any third party for any other purpose.*

## **What will the volunteers do?**

Volunteers are required for a wide range of areas including:

### General duties

Volunteers will undertake general tasks including light cleaning of communal areas and bedrooms on the departure of guests; answering phones; responding to requests from guests; support of guests and addressing inquiries from the general public.

### Administrative support

Assisting House Manager with tasks including typing correspondence, mail outs and answering phones.

### Gardening

Includes weeding established gardens, lawn mowing, pruning roses and watering plants.

### House Maintenance

Minor repairs and jobs as needed.

### Driver

Driving guests in house car to local destinations, including Latrobe Regional Hospital and shops and train stations in Morwell and Traralgon.

### Fundraising Sub-committee / Special Events

Assisting the Fundraising Sub-committee to raise funds for Centenary House.

## **Volunteer Form**



## **Gippsland Rotary Centenary House**

*"a project for the Community,  
by the Community"*

39 Valley Drive  
Traralgon VIC 3844

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[www.centenaryhouse.org.au](http://www.centenaryhouse.org.au)