

**Early Childhood Resource Centre Inc**

**CC39441**

Trading as



**CREATIVE Junk**  
**Recycle ★ Reuse ★ Rethink**



## GENERAL INFORMATION - VOLUNTEERS

### MISSION STATEMENT

Our aim is to provide an affordable and extensive range of recycled and natural materials, collected from industry and the community to promote creative and imaginative play and happenings in the community for children their families and related services.

Incorporated in 1985  
25 Disraeli St, Addington  
Christchurch 8024  
Ph (03) 379 4040



[info@creativejunk.org.nz](mailto:info@creativejunk.org.nz)

[www.creativejunk.org.nz](http://www.creativejunk.org.nz)

Like us on Facebook, Creative Junk - Early Childhood Resource Centre

### Opening Hours:

Wednesday 11 am - 5 pm

Thursday 11 am - 5 pm

Friday 11 am - 5 pm

Saturday 11 am - 1 pm

If you wish to visit outside these hours please contact us

Closed Public Holidays and over Christmas

## Community Profile and Services Provided

The Early Childhood Resource Centre Incorporated, trading as Creative Junk, has as its motto—RECYCLE, REUSE, RETHINK—reflecting the organisation's ideals and its ethical and environmental stance.

Originally set up in 1981 (incorporated 1985), we service a demand for affordable materials that are used to promote creative, imaginative play and events in the community — for children, their families, artists, designers, crafters, early childhood services, schools and a variety of other organisations. Much of the material we provide is sourced from Christchurch manufacturers, retailers and wholesalers, and consists of donated off-cuts and other 'waste' or 'surplus to requirements' items and material. This would otherwise be sent to landfill, as would the majority of the donations that are also made to us by private individuals.

These goods are stored in our Disraeli Street, Christchurch warehouse, where our customers come to shop, share ideas and resources. In addition, we provide a postal service for our customers outside Christchurch.

As well as recycled materials, we buy in some art and craft supplies from wholesalers and offer them at a low price to our customers.

We run workshops for children and adults in order to increase their skills and knowledge in the use of junk materials to produce items that are practical and usable.

Workshops for teachers are also run, linking our resources to the technology, maths, science and art curricula.

Large items that have been made by, purchased or donated to Creative Junk are available for rent (at a nominal fee) as props for school plays and other events.

We are regularly involved in a number of community events, including Children's Day, Kidsfest, Santa Parades (Riccarton and New Brighton), FESTA, Addington Fair and the River of Flowers.

We also work on a wide range of other community group events — for early childhood services, schools, OSCAR programmes, church groups and Christchurch City Council — to support the culture of recycling, upcycling, repurposing and reuse.

We are aware of similar projects overseas, but our project is unique to Christchurch.



## **Aims and Objectives, Past and Present**

As listed in our Constitution, our aims and objectives have been and are:

- (a) To provide a venue for the exchange of ideas, supplies, and equipment
- (b) To provide a wide range of reusable materials for early childhood settings, schools, children, families, recreational communities and other interested groups
- (c) To liaise with early childhood services, schools and other interested groups
- (d) To procure certain items of equipment for loan at a nominal charge
- (e) To demonstrate the educational possibilities of industrial waste and promote environmental awareness through artistic and creative events and endeavours
- (f) To make, repair and distribute simple equipment for early childhood settings, schools, children, families, recreational communities and other interested groups
- (g) To purchase, package and distribute material commonly used by early childhood settings, schools, children, families, recreational communities and other interested groups at the lowest possible cost
- (h) To provide an opportunity for community involvement in a voluntary service for early childhood and school teachers, parents, recreational communities and other interested parties

## Past and Present Beneficiaries of Creative Junk's Work

- (a) Pre-schools and schools have been able to offer their pupils a wide range of craft and performance activities without the expenditure that would be required if they had to purchase new materials; school budgets have therefore been able to stretch much further than they otherwise would
- (b) Families and individuals (i.e. creative people of all types, whether artists, design students or home crafters) have had access to ideas, advice and low cost resources
- (c) Parents and teachers have been supported in educating children in ways to participate in recycling, repurposing and reusing both everyday and more unusual items
- (d) Christchurch businesses have been saved the expenditure of dumping waste goods to landfill
- (e) Christchurch ratepayers are saved money through:
  - the reduction of landfill waste
  - reduced pollution (noise and air) as a result of fewer vehicles to landfill sites
  - reduced wear and tear on our roads from heavy trucks out to Kate Valley
- (f) The planet, of course, also benefits from reducing waste to landfill
- (g) Our two paid staff have benefited from meaningful employment
- (h) Our many volunteers also enjoy purposeful activity, whether they are retired or are not in paid employment for some other reason.

All these benefits are ongoing and we believe they add to the social, economic, cultural and environmental well-being of Christchurch, and further afield, both today and into the future.

## Challenges and How They Have Been Overcome

- (a) As was the case for many Christchurch organisations, the earthquakes in 2010 and 2011 were extremely disruptive to our work. Although we were very fortunate in that our warehouse did not sustain any structural damage, due to the earthquakes' disruption of our operating hours, along with a significant reduction in income and the loss of some of the business we regularly pick up from, we were forced to reduce our paid staff from three to two, no longer

employing a part-time Assistant Co-ordinator. Since then, we have worked hard to fill the gap through the use of volunteers.

- (b) Due to Creative Junk's limited revenue, upgrading the storage facilities in our warehouse and in the workshop area has been a challenge. However, we have dealt with this by using donated materials and items (waste timber, old doors, etc) in order to create shelving, partitioning etc, as well as making use of voluntary carpentry labour.
- (c) The constantly changing volume and type of stock, due to the unpredictability of goods donations, makes planning difficult, but we counter this through flexible storage design and through the constant reorganisation of goods by our volunteers on the warehouse floor.
- (d) Funding for staff wages and other costs is always an issue; our part-time administrator devotes many hours to writing grant applications in order to solve this perennial problem. In the past we have received funding from The Canterbury Community Trust (now The Rata Foundation), Creative Communities, Christchurch City Council, COGS (the Community Organisation Grants Scheme), The Lion Foundation, Pub Charity, The Southern Trust, Youthtown and others.
- (e) Whilst many businesses can deliver their waste goods to us, others have always asked for us to pick up; this was a significant issue when we only had the co-ordinator's car for goods collection. In 2015, however, we were successful in securing funding for a second-hand transit van, which has been a great help.
- (f) Attending public events where large amounts of material were required was similarly challenging, but the van now enables us to carry as much as we require.
- (g) Keeping our customer base engaged with us was a costly exercise when we relied on posted newsletters; in recent years we have asked members for their email addresses in order to send them electronic mail, so keeping them up to date with what we are doing. We also provide our members with loyalty cards and with pens that include our name and contact details.
- (h) Increasing our profile with the general public is a work in progress. We set up a Facebook page back in 2010 with the help of Community Max workers on a six month contract; subsequently we were supported in creating our own website at <http://creativejunk.org.nz>

## The Range of Groups and Number of People Involved

- (a) Creative Junk is run by a voluntary Management Committee of eight people who are members of Creative Junk.
- (b) We have two paid employees — a full-time Co-ordinator and a part-time Administrator.
- (c) We currently have about 25 part-time volunteers, who offer between two and 18 hours per week each. Our volunteers range from retirees to young people, including people with disabilities, Volunteering Canterbury referrals, tertiary students and secondary school students on work experience. This last group consists of young people who are experiencing challenges in life, but are keen to overcome their difficulties and to offer their skills to a worthy cause while gaining valuable work experience in a supportive environment.
- (d) Customers who are members of Creative Junk number 398 in total — 247 individuals/families; 82 groups; 5 organisations; 64 kindergartens.
- (e) Currently we have 1,300 followers on Facebook.
- (f) More than 100 businesses have donated goods to Creative Junk.
- (g) It is difficult to put a number on the individuals who donate items to us because we keep no formal records and people often drop the goods off at the door to our premises, but we believe they must run into many hundreds.

## Self-development and Training

- (a) Our Co-ordinator, Christine Jackson, is highly creative, and amongst her other responsibilities she runs workshops and assists customers with ideas for their creative projects. She upskills her creativity continuously through exploring websites such as Pinterest, adapting ideas to suit our resources and our customers' needs.
- (b) Sharon, our Administrator, has attended free computer skills courses at CPIT (now Ara), along with funding expos and a number of other administration training classes offered through Volunteering Canterbury.
- (c) Both our Co-ordinator and our Administrator attended an administration course at Hagley in 2015, specifically in order to keep abreast of legislation changes.
- (d) We have also been fortunate in recruiting a number of volunteers with specialist skills in such areas as business administration, management,

marketing, social media, product positioning, advertising and editing; these volunteers have been able to pass on their knowledge to our paid staff in what could be described as 'on-the-job training'.

- (e) Our volunteers themselves receive on-the-job training in basic tasks that relate to their specific work at Creative Junk, with young people in particular benefiting from structured routines and a supportive environment.

## Ways in Which Outcomes are Measured

We use a variety of data to measure the success of our work:

- (a) The number of financial members from year to year, including analysis of how many are schools, other organisations or individuals/families
- (b) The overall income from sales
- (c) The analysis of till takings into members' and non-members' purchases of donated goods
- (d) The analysis of till takings into purchases of recycled materials and bought-in materials
- (e) The observation of renewals of membership from year to year
- (f) Attendance at our workshops — both in-house and off-site
- (g) The success rate of funding applications
- (h) Invitations for Creative Junk to participate in public events
- (i) The number of pick-ups to collect donated materials
- (j) The number of hours worked by volunteers

## Group Structure

The Early Childhood Resource Centre Incorporated, trading as Creative Junk, is a not-for-profit registered charity. The charity was set up following a public meeting in April 1981, and in 1985 we were made an Incorporated Society.

Whilst it is not mandatory for our customers to be members of Creative Junk, the current membership is 398. Many other customers are not members; donor businesses do not form part of the membership either.



## Going Forward

To be a vital effective community resource we need to:

- (a) strengthen our community profile by ensuring
  - make information available at community events and on site
  - continue to be involved in community and public events, including Children's Day, Kidsfest, Santa Parade
  - regularly update our website, newsletter and social media, postings
  - provide workshops to schools, families and community groups
- (b) build on relationships already established by
  - exploring opportunities for teachers
  - continuing to collaborate with Volunteering Canterbury
- (c) maintain ties with our suppliers and continue regular visits to their premises
- (d) source new resources
- (e) encourage/recruit new volunteers.

To operate in a way that ensures the business of Creative Junk is sustained and developed, we need to:

- (a) maintain attractive functional premises
- (b) ensure a strong volunteer presence within the centre and at events
- (c) regularly update and improve systems, policy and procedures
- (d) generate income and secure funding
- (e) increase our profile in the community.

To promote Creative Play within the community we need to:

- (a) develop and strengthen our role as an educational resource
- (b) provide displays and supplies of resources
- (c) offer information and support to our members and the wider community.

To promote environmentally sustainable practice we need to:

- (a) encourage creative, imaginative play and happenings by recycling reusing and rethinking materials from industry and the community
- (b) provide ideas through workshops and community events
- (c) display samples of resources and creative items
- (d) encourage creating with purpose
- (e) suggest substitute materials for projects.



## The Nature of Individual Input

1. The Co-ordinator, who is currently employed for 36 hours per week, is responsible for:
  - (a) the running of the warehouse
  - (b) the maintenance of the centre's vehicle
  - (c) the maintenance of all equipment and goods for hire
  - (d) sourcing and storing materials - both donations and purchases
  - (e) displaying items made with 'waste' materials
  - (f) running workshops
  - (g) managing public relations
  - (h) recruiting volunteers
  - (i) co-ordinating staff and volunteers
  - (j) recording the daily takings and invoicing.
  
2. The duties of the Administrator, who is currently employed for 12 hours per week, include:
  - (a) maintaining financial records
  - (b) banking on a weekly basis
  - (c) maintaining the membership list
  - (d) preparing annual accounts and budgets
  - (e) preparing funding applications
  - (f) attending to correspondence
  - (g) researching new art supplies.
  
3. The current 25 volunteers, whose individual involvement in the centre ranges from two hours per week to 18 hours per week, fulfil the following tasks:
  - (a) sorting donations as they arrive at the warehouse
  - (b) serving customers
  - (c) assisting with workshop and events
  - (d) helping with pick-ups of donated goods
  - (e) organising materials in the warehouse
  - (f) labelling goods and creating signage
  - (g) packaging materials for sale
  - (h) supporting paid staff with a wide variety of administrative and management tasks, as appropriate.



### **Creative Play Makes Happy Children!**

Members can fill an average-size supermarket bag or reusable bag for \$5.00 per bag, non-members \$8.00 per bag.

We stock art materials and other items for sale at reasonable prices — crayons, chalk, brushes, paints, PVA glue, glitter, card, coloured paper, clay, etc.

We have play equipment and props for hire to members — parachute, tunnel, musical instruments, body-sox, Doric pillars, rock structures and much more!

We display creative ideas for inspiration.

We offer a range of affordable workshops to generate ongoing interest in Creative Junk and to increase skills and knowledge in the use of 'junk' materials within our community. These workshops are geared towards children, teachers and other members of the wider community.

### **Annual Subs and Membership**

- \$15 per year for families or individuals
- \$50 per year for groups, ie preschools, schools, programmes
- \$100 per year for organisations, large groups

## What Can We Use?

We are always looking for fun, useful junk . . .

Non-toxic, clean, safe items such as:

Aluminum cans  
Art supplies  
Baby food jars with lids  
Beads, bangles & jewellery  
Blueprints  
Bottle caps/metal  
Brushes & rollers  
Bubble wrap  
Buttons/zips/thread/ lace  
Calendars  
Candles  
Cards & wrapping paper  
Carpet & vinyl square samples  
CDs/floppy disks  
Christmas decorations  
Colourful & shiny materials  
Cones out of sewing cottons  
Corrugated cardboard/plastic  
Fabric book samples  
Feathers  
Film canisters/slide boxes  
Flowers – fake  
Formica samples  
Glitter  
Leather  
Magnets  
Matchboxes – empty  
Material  
Milk bottle tops  
Nuts & bolts, springs  
Paint  
Paper  
Photos  
Piano parts  
Pop sticks  
Puzzles (doesn't matter if pieces missing)  
Raw materials, eg pine cones, shells

Records  
Ribbon/bows  
Rubber bands  
Squeegees  
Stamps & pads  
Stencils  
Stickers  
Tennis balls  
Transfer letters and numbers  
Velcro  
Wallpaper books  
Wine corks  
Wire & plastic netting  
Wire – not power cords  
Yarn, especially non-acrylic  
**Anything else that can be used for creative play.**



## The People

**Co-ordinator** — Christine Jackson

**Administrator** — Sharon Williams

### **Voluntary Management Committee**

Convener — Kate Coleman;

Secretary/Treasurer — Jacinda Jackson

Graham French

Trish Murray

Stephen Parker

Denise Smith

Lynne Davison

Bridget Treleaven

**Management Committee Meeting** — Monthly, except January

**Annual General Meeting** — August

### Please note:

#### *Health and Safety*

- Remember that as a volunteer you are responsible for your own safety and that you take all reasonable steps to ensure that you are safe
- Ensure that you don't find yourself alone with children
- Remember to be as visible as possible at all times
- Please report any hazards and/or injuries to the Coordinator
- *The Kitchen* is there for your use (tea and coffee provided)
- Please tidy up after yourselves

### Summary

With your support our unique organisation can continue to support the community by providing:

- an extensive range of affordable recycled and natural materials
- purposeful activities for children, students, the unemployed, retirees, those seeking work experience . . .and others, including earthquake victims who have found creative work has helped them deal with their day-to-day issues.

This year we celebrate 35 years of service to our community. Operating on a shoestring budget, it is through the dedication and commitment of staff and volunteers that Creative Junk is able to continue to contribute to the social, economic, cultural and environmental prosperity of Christchurch, making our organisation an invaluable resource for our city and province.

**We thank our Funders, Suppliers and Volunteers for their support over the years in making us who we are today. And we look forward to your support in the future**

# JOB DESCRIPTION

## SHOP ASSISTANT

### Job Specification

- Assist with the day to day functioning of the Centre as rostered, Opening Hours (Wednesday to Friday 11am - 5pm, Saturday 11am - 1pm)
- To work in conjunction with the Coordinator

### Specific Tasks

- Assist customers during their visit
- Use the cash register, issue receipts and invoices for daily takings
- Issue written contracts for hire equipment including checking before/after condition
- Answer the telephone, take messages as required
- Assist in the Centre and ensure an attractive, functional and safe workplace
- Other tasks that may arise

### Person Specification

- A pleasant outgoing personality with excellent communication skills
- Reasonably fit, able to move large quantities of materials
- Creative user of recycled materials would be an advantage
- Ability to work with children, adults and volunteers
- Able to work independently
- Able to maintain confidentiality and be trustworthy

### Skills required

- Understanding and appreciating the vision of recycling
- Have some ideas on how to use recycled materials to create
- Basic computer skills and cash handling

# JOB DESCRIPTION

## WAREHOUSE ASSISTANT

### Job Specification

- Assist with the day to day functioning of the Centre, Opening Hours (Wednesday to Friday 11am - 5pm, Saturday 11am - 1pm)
- To work in conjunction with the Coordinator

### Specific Tasks

- Assist with the sorting of materials
- Assist in the Centre and ensure an attractive, functional and safe workplace
- Other tasks that may arise

### Person Specification

- A pleasant outgoing personality with excellent communication skills
- Reasonably fit, able to move large quantities of materials
- Creative user of recycled materials would be an advantage
- Ability to work with children, adults and volunteers
- Able to work independently
- Able to maintain confidentiality and be trustworthy

### Skills required

- Understanding and appreciating the vision of recycling
- Have some ideas on how to use recycled materials to create

# JOB DESCRIPTION

## ADMINISTRATION ASSISTANT

### Job Specification

- Assist with the administration of the Centre, Open Hours (Wednesday to Friday 11am - 5pm, Saturday 11am - 1pm)
- Assist with the sourcing of suppliers and materials for the Centre
- To work in conjunction with the Coordinator

### Specific Tasks

- Assist with updating our Computer and Website
- Answer the telephone, take messages as required
- Assist customers during their visit
- Use the cash register, issue receipts and invoices for daily takings
- Find new sources of materials and organise collection
- Other tasks that may arise

### Person Specification

- Good keyboard skills/computer skills
- A pleasant outgoing personality with excellent communication skills
- Accurate and high standard of work output, displaying common sense and initiative
- Able to work independently
- Able to maintain confidentiality and be trustworthy

### Skills required

- Understanding and appreciating the vision of recycling
- Have some ideas on how to use recycled materials to create
- Basic computer skills and cash handling

# **JOB DESCRIPTION**

## **CREATIVE ASSISTANT**

### **Job Specification**

- Assist with Workshops and creating ideas using recycled materials
- To work in conjunction with the Coordinator, Opening Hours (Wednesday to Friday 11am - 5pm, Saturday 11am - 1pm)

### **Specific Tasks**

- Assist with organising, promoting, and running of Workshops
- Assist with setting up displays to demonstrate use of reusable materials
- Assist in the Centre and ensure an attractive, functional and safe workplace
- Other tasks that may arise

### **Person Specification**

- A pleasant outgoing personality with excellent communication skills
- Reasonably fit, able to move large quantities of materials
- Creative user of recycled materials would be an advantage
- Ability to work with children, adults and volunteers
- Able to work independently
- Able to maintain confidentiality and be trustworthy

### **Skills required**

- Understanding and appreciating the vision of recycling
- Drivers Licence and Vehicle preferred
- Have some ideas on how to use recycle materials to create
- Basic computer skills



# **JOB DESCRIPTION**

## **COLLECTION/WAREHOUSE ASSISTANT**

### **Job Specification**

- Assist during Opening Hours (Wednesday to Friday 11am - 5pm, Saturday 11am - 1pm)
- To work in conjunction with the Coordinator.

### **Specific Tasks**

- To assist with collection from suppliers
- To assist in the Centre and ensure an attractive, functional and safe workplace.
- Other tasks that may arise.

### **Person Specification**

- A pleasant outgoing personality with excellent communication skills
- Reasonably fit, able to move large quantities of materials.
- Able to work independently
- Creative user of recycled materials would be an advantage
- Able to maintain confidentiality and be trustworthy

### **Skills required**

- Understanding and appreciating the vision of recycling
- Drivers Licence and Vehicle preferred
- Have some ideas on how to use recycle materials to create

# Volunteer Contract

As a volunteer I, \_\_\_\_\_ agree to:

- abide by and support the philosophy, policy, and guidelines of the organisation
- act in the best interests of the organisation
- maintain confidentiality
- abide by safety and risk management requirements
- carry out the tasks outlined in the Job Description attached
- attend on the agreed time and day or contact **Christine Jackson, ph 379 4040**, if I am not available
- participate in orientation, meetings, and training when required
- maintain a record of my volunteer hours
- raise any matters of concern with **Coordinator, Christine Jackson or Management committee representative, Andrea Konnerth**
- inform the organisation if something changes in my health status that might impact on my ability to carry out this role
- I am aware of procedures in the case of an emergency

## **For Volunteer Drivers**

- use a warranted, registered vehicle when driving for the organisation
- Hold a current Drivers Licence

## **The Organisation agrees to:**

- provide information about the organisation
- provide orientation, support, training and supervision
- provide a safe working environment
- provide opportunities for input into the organisational plan and evaluation
- reimburse for pre-approved expenses
- acknowledge and recognise the contribution of volunteers to the organisation
- in exchange for your time, minimum of 2 hours, you are welcome to fill 1 bag per visit

- **Volunteer Contract**

- For the position of-----

- -----  
Volunteer's name
- Volunteer's signature

- -----  
Volunteer Co-ordinator's name
- Volunteer Co-ordinator's signature

Date

On behalf of EARLY CHILDHOOD RESOURCE CENTRE  
Trading as CREATIVE JUNK



**CREATIVE Junk**  
**Recycle ★ Reuse ★ Rethink**

## Volunteer's Contact details

Name .....

Address .....

.....

Phone .....

## Emergency contact details

Name .....

Relationship to you .....

Contact number .....

Any Health Issues that will impact on your ability to carry out this role

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Thank you for showing an interest in becoming a volunteer at **CREATIVE JUNK**.

We appreciate your time is valuable and hope you enjoy the experience.

Reminder;

**Relax**

**Enjoy yourself**

**Ask for help if you require it**

**Thanks for your support**

***Our Volunteers, Suppliers and Funders make us who we are***