

**THE  
CARPENTRY  
COLLECTIVE  
CARPENTRY.ORG.AU**

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**Volunteer Information Pack**

*Thank you for your interest in volunteering with us.*  
This pack contains everything you need to know about joining our team.

# 1. About Us

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The Australian Carpentry Collective Limited (trading as The Carpentry Collective) is an Australian registered charitable organisation of good samaritan carpenters operating globally in support of vulnerable communities experiencing hardship.

We do this through two core programmes:

- a. The "Community Carpenter Cares" programme; and
- b. The "Carpenters without Borders" programme.

## 1.1 Programs

Our **Community Carpenter Cares** programmes are regionally focused campaigns to complete small projects that the "Community Carpenter" knows will benefit a vulnerable community (See Diagram 1)

Could I become my community's carpenter? Yes.

The **Community Carpenter Cares Program** offers a local Carpenter who wants to be a part of our movement the chance to show the community that they care by completing a proposal for a small project and creating a campaign with us. It doesn't matter where you are in the world the only thing that matters is that you can complete the project. Together, we show our supporters who their Community Carpenter is and we let them know you care.



Image 1 — Campaign Flowchart for Community Carpenter Cares

**Carpenters without Borders** is an international programme where we provide volunteer carpenters and tradespeople the opportunity for deployment to our support missions around the globe in communities affected by poverty, displacement, war and natural disasters i.e. earthquakes, cyclones, floods & tsunamis.

Additionally, the **Carpenters without Borders Programme** provides an annual mission(s) offering selected volunteer carpenters from our pool of volunteer candidates the opportunity to spend three weeks on international missions teaching and learning tradecraft while we work together with other international volunteers and locals to build projects for their communities

Our programs and services are designed to make a tangible difference to the lives of vulnerable communities everywhere.

## 1.2 Values

Our work is guided by the following values:

- Compassion — we act with empathy and care for everyone we serve.
- Integrity — we are honest, transparent and accountable.
- Inclusion — we welcome people of all backgrounds and abilities.
- Community — we believe in the power of people working together.

## 1.3 Work to Date

Our **Carpenters without Borders Programme**, in its first year of operations, supported sixteen female trade apprentices in Malawi, Africa to continue their trade education through donors. Those apprentices built and delivered furniture to the Zoe Foundation Orphanage in Lilongwe on Christmas Day 2025, bringing much-needed Christmas cheer — along with a hot Christmas dinner — to the 72 children who live there.

In 2025 we made agreements with Nsanama and the Chimpeni Schools in Malawi, and in 2026 we hope to assist more than 1,000 children by restoring roofs, repairing brickworks and levelling concrete floors damaged by cyclones and flash floods. We also hope to advance further programs in Cambodia and Laos in 2027.

Our **Community Carpenter Cares Programme** commenced its first community project in April 2026, supporting Ability Alliance Care in Granville, New South Wales and fifteen young adults with Down syndrome on a twelve-month project to build a custom mobile coffee cart — giving those young adults the opportunity to start their own business.

## 1.4 Our Goals

We hope to increase our reach and presence globally through the recruitment of Community Carpenters in the United States, Canada, the United Kingdom, Australia and New Zealand — with each Community Carpenter taking on a small project in their community, supported by the Carpentry Collective in finding volunteers, donors and partners.

We are seeking in-country volunteers to serve as National and State Co-ordinators for our movement, including the USVCA (USA), CVCA (Canada), UKVCA (United Kingdom) and AVCA (Australia) — and ultimately representatives in every country as we grow, with communications translated into every language in the world: a United Nations of Carpenters.

In our first year of operations our social media presence has grown from zero to 5,000 followers, with more than two million views across 52 posts. We are a humble movement — conscious of restoring faith, integrity and accountability to charitable operations through streaming and social media, and committed to using our platform respectfully and with dignity.

### 1.5 Our Mission

*To connect people through carpentry — learning together, working together, and building together with vulnerable communities for a better tomorrow.*

## 2. Volunteer Roles

We offer a variety of volunteer roles to suit different skills, interests and availability. Whether you can commit a few hours a week or just help out at events, there is a place for you.

Role	Key Responsibilities	Time Commitment
Community Carpenter Cares — Program Support Volunteer	Assist your Community Carpenter in delivering projects; provide practical support during the Project Campaign including fundraising activities.	2–3 hrs/month, flexible scheduling per campaign
Community Carpenter Cares — Carpenters (Only one per Zip/Post/Area Code)	Identify local vulnerable communities and propose small projects that will assist them and teach them trade skills. Run your campaign together with the Carpentry Collective to find partnerships and donors to make them happen.	12 months to complete small projects
Event Co-ordinators	Manage projects for Community Carpenters and Carpenters without Borders.	Ad hoc / event-based
Event Volunteer	Help plan, set up, run and pack down fundraising and awareness events. Host a local barbeque at your hardware store wearing our merch and flying our banner.	Ad hoc / event-based
International Volunteer Co-ordinators / Members (USVCA, CVCA, AVCA, UKVCA & others)	Lead or join a community of International Volunteers and a pool of candidates to represent your country on International Deployments.	Members: approx. 3 weeks annually (subject to selection) National/State Co-ordinators: 2–3 hrs/month
Social Media & Communications	Create content, manage posts, engage with followers and support digital campaigns.	2–3 hrs/month, remote-friendly and/or 3 weeks annually on Mission
Administration Assistant	Data entry, filing, answering phones and supporting day-to-day office operations during a Project Campaign. No trade skills required.	Ad hoc per Campaign

*Don't see a role that fits? We are always open to discussing how your particular skills could benefit our work — please reach out to our Volunteer Coordinator to explore possibilities.*

### 3. What We Offer Volunteers

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We are committed to making your volunteer experience rewarding, safe and meaningful to you.

In return for your time, skills and courage, we offer:

#### Training & Development

- Induction before you begin.
- Role-specific training and ongoing support.
- Learning opportunities and access to workshops and professional development sessions.

#### Support & Community

- A Campaign Community Chat group.
- A dedicated Volunteer Coordinator as your point of contact per Campaign.
- Regular team check-ins and volunteer gatherings during Campaign.
- A welcoming, inclusive and supportive team environment.

#### Recognition

- Formal recognition of your contribution — awards, certificates and references available upon request.
- Annual Volunteer Appreciation Events.
- Volunteer of the Month / Year Awards.
- Preference for selection on International Missions.

#### Practical Benefits

- Reimbursement of pre-approved out-of-pocket expenses.
- Flexible scheduling to suit your lifestyle.
- The opportunity to make a real, lasting difference in your community and around the world.
- The opportunity to learn alongside international teams of volunteers — teaching and learning from each other whilst freestyling solutions together.

## 4. How to Apply / Next Steps

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We make joining our volunteer team as straightforward as possible. Here is what to expect:

<b>Step 1</b>	<b>Request an Application Form</b> Write to us at <a href="mailto:carpentrycollective@pm.me">carpentrycollective@pm.me</a> and tell us which role you are interested in, a little bit about yourself, and why you think you want that role.
<b>Step 2</b>	<b>Selection Process</b> If selected, we will invite you for a short, informal chat (in person or via video call) to learn more about you and discuss available roles.
<b>Step 3</b>	<b>Pre-Commencement Checks</b> Depending on your role, this may include a Working With Children Check, National Police Check and/or reference checks.
<b>Step 4</b>	<b>Induction &amp; Onboarding</b> Complete your induction training, sign your Volunteer Agreement, and you are ready to get started!

### Contact our Volunteer Coordinator

Pat Kennedy — Director — Lic. Carpenter No: 491028C

Phone: +61 450 022 512 | Email: [carpentrycollective@pm.me](mailto:carpentrycollective@pm.me) | Web: [carpentry.org.au](http://carpentry.org.au)

## 5. Frequently Asked Questions

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### Do I need prior experience to volunteer?

A carpentry licence is required for the Community Carpenter and Carpenters without Borders roles, although apprentices beyond their first year are welcome to apply while still within their apprenticeships. No experience is necessary for other roles — we will always try and work through things together. We are a charity, we appreciate all of our volunteers.

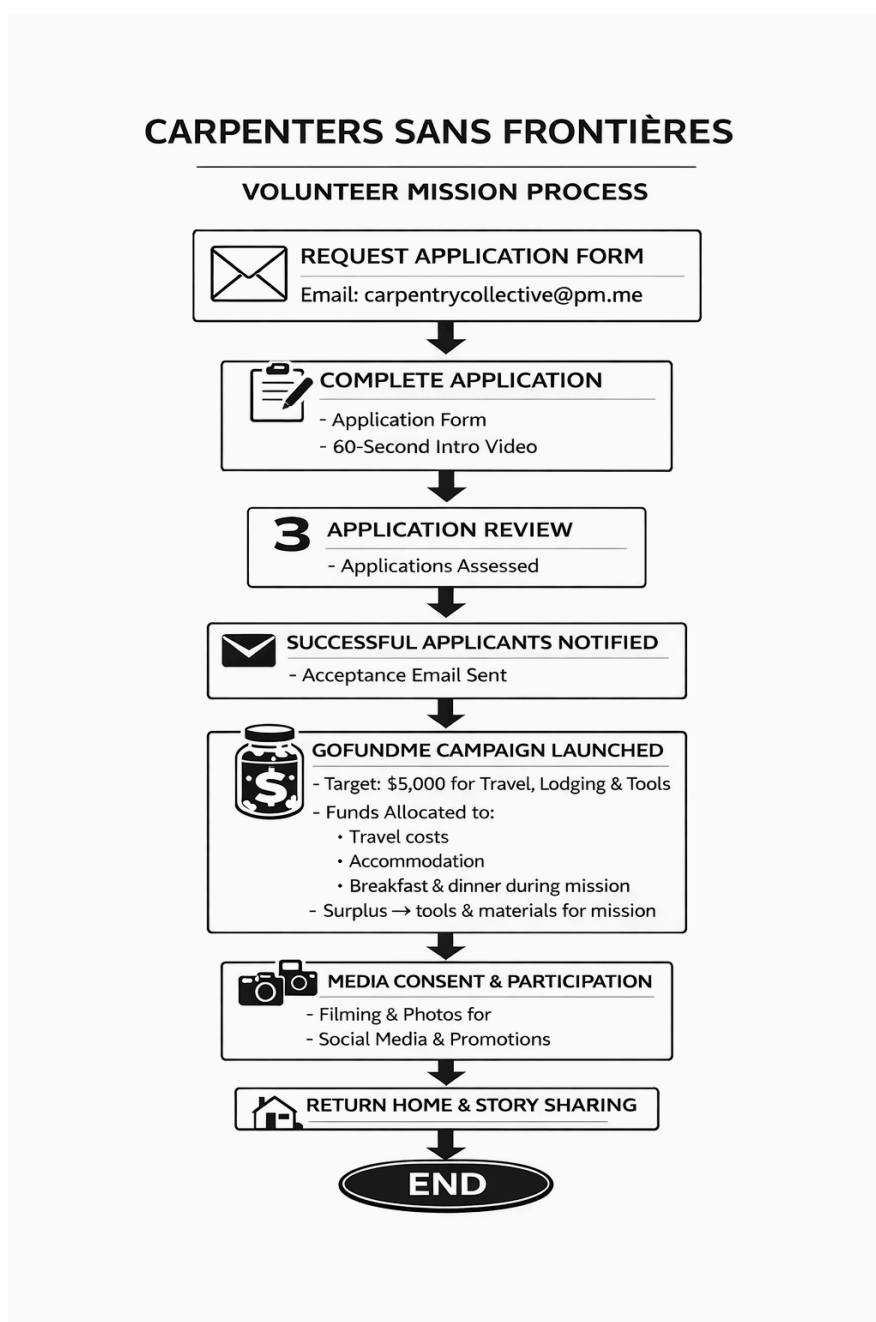
### How many hours do I need to commit?

It's not much at this stage and it depends on the role. Some positions require a regular weekly commitment, while others are event-based and much more flexible. For instance, our Community Carpenter Cares program gives a twelve-month window to propose and complete a small project — it may only take a few days or a few weeks. We are a movement and we intend to grow globally so this is your chance to get on board in its foundation years and help our mission grow. We will always discuss time expectations with you before you begin.

## Will I be out-of-pocket?

Materials for our programs are financed through donors, sponsors and fundraising activities, and labour is completed by our volunteers gratuitously.

For International Volunteers, funds are raised through individual or team campaigns — each selected individual or team is allocated a GoFundMe campaign from The Carpentry Collective with a target that covers travel, accommodation, meals and a contribution towards mission costs for the individual or team (e.g. \$5,000). Once the target is reached the individual or team is confirmed booked on the agreed Carpenters without Borders mission. Volunteers who do not reach their target may pay the difference in costs to continue on the mission themselves or transfer the donations raised to the Carpentry Collective to further our global work. Targets will vary based on costs of travel from a volunteers location - See Flowchart below:



We reimburse pre-approved, reasonable out-of-pocket expenses such as travel costs in cases of emergencies. Please speak to Paddy or your Volunteer Coordinator before incurring any costs.

### **What checks are required?**

Roles involving direct contact with children or vulnerable people require a Working With Children Check (or equivalent for applicants outside Australia) and/or a National Police Check. We will advise you of any requirements specific to your role during the application process.

### **Can I volunteer remotely?**

Yes! Several roles — including communications and administration support — can be carried out remotely. We would love to have fresh minds helping us advance our mission. If you're a content creator or love filming, you should definitely apply wherever you are in the world.

### **What if I need to take a break or stop volunteering?**

We completely understand that life circumstances change. We ask that you give us as much notice as possible so we can plan accordingly, but there is no obligation to continue if your situation changes.

*We're a movement — just having you along for the ride as a follower means the world to us.*

## **6. Code of Conduct**

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All volunteers are expected to uphold the following standards while representing the Carpentry Collective:

### **Respect & Inclusivity**

- Treat all clients, staff, fellow volunteers and community members with dignity and respect.
- Embrace diversity and behave in an inclusive, non-discriminatory manner at all times.
- Always try to use respectful, appropriate language in all interactions.

### **Confidentiality & Privacy**

- Keep all personal information about clients and the organisation strictly confidential.
- Do not share photos, information or stories about clients without explicit written consent obtained by the Carpentry Collective in the form of a release.
- Comply with our Privacy Policy and any relevant legislation.

### **Safety & Wellbeing**

- Comply with all applicable work health and safety policies adhering to a universally accepted safety standard in situations where no code applies, and to report any hazards or incidents promptly.
- Never attend a volunteer shift under the influence of alcohol or drugs.
- Follow all child safety and safeguarding policies where applicable.

## Integrity & Professionalism

- Act honestly and with integrity in all dealings on behalf of the organisation.
- Avoid conflicts of interest; disclose any potential conflicts to your Volunteer Coordinator.
- Any gifts or gratuities received from clients or their families should be disclosed your Volunteer Coordinator.

### **Acknowledgement**

By joining our volunteer team you agree to abide by this Code of Conduct. Breaches may result in the termination of your volunteer placement.

*By signing below, I acknowledge that I have read and understood this Volunteer Information Pack and agree to the Code of Conduct.*

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

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

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

## Start Your Volunteer Journey — Select One

Please tick the role you are applying for and return this page with your Expression of Interest.

Role	Key Responsibilities	Time Commitment	✓
Community Carpenter Cares — Program Support Volunteer	Assist your Community Carpenter in delivering projects, providing practical support including fundraising.	2–3 hrs/month, flexible per campaign	
Community Carpenter Cares — Carpenter (one per area code)	Identify vulnerable communities, propose small projects, run campaigns to find partnerships and donors.	12 months	
Event Co-ordinator	Manage projects for Community Carpenters and Carpenters without Borders.	Ad hoc / event-based	
Event Volunteer	Help plan, set up, run and pack down fundraising and awareness events.	Ad hoc / event-based	
International Volunteer Co-ordinator / Member (USVCA, CVCA, AVCA, UKVCA & others)	Lead or join a community of International Volunteers for International Deployments.	~3 wks/year (members) 2–3 hrs/month (co-ordinators)	
Social Media & Communications	Create content, manage posts, engage followers and support digital campaigns.	2–3 hrs/month, remote-friendly	
Administration Assistant	Data entry, filing, phones and office support during a Project Campaign. No trade skills required.	Ad hoc per Campaign	

**Return this form to:**

Pat Kennedy — [carpentrycollective@pm.me](mailto:carpentrycollective@pm.me) | +61 450 022 512 | [carpentry.org.au](http://carpentry.org.au)