



CROSSROADS CLUBHOUSE

WHAT'S IT ALL ABOUT?

The Clubhouse is structured around a Work-Ordered-Day. Members volunteer for work of their choice—working alongside staff in all aspects of the Clubhouse operations. This work is divided between 4 units,

Food Services Unit	
<ul style="list-style-type: none"> • Prepare Lunch • Clean up after Lunch • Menu Planning • Shopping 	<ul style="list-style-type: none"> • Running Tea and Coffee Bar • Cater for Clubhouse events • Budgeting • Balancing the till and accounting • Healthy Active Lifestyle Programs
Communication Unit	
<ul style="list-style-type: none"> • Monthly Newsletter • Run reception • Typing and Clerical activities • Maintain member database • Celebration of birthdays 	<ul style="list-style-type: none"> • Orientation of new members • Tours for new members and visitors • Outreach to members (letters and phone calls) • Outreach to the Community (presentation team)
Employment and Education Unit	
<ul style="list-style-type: none"> • Daily Job Search • Job Search Training (how to write resumes, attend interviews, set goals etc.) • Arrange training courses • Arrange monthly dinners • Job Club 	<ul style="list-style-type: none"> • Ongoing support for employed members • Manage Clubhouse Transitional and supported employment positions • Advocate and support members to connect with welfare agencies (WINZ, Housing NZ etc)
Administration and Maintenance	
<ul style="list-style-type: none"> • Book keeping and updating financial records • Auditing and distributing petty cash • Maintaining the Clubhouse buildings and vehicles 	<ul style="list-style-type: none"> • Working in the vegetable garden • Maintaining the grounds and surrounds • Repairs and replacements for Clubhouse equipment

For a tour of the Clubhouse please contact us on:

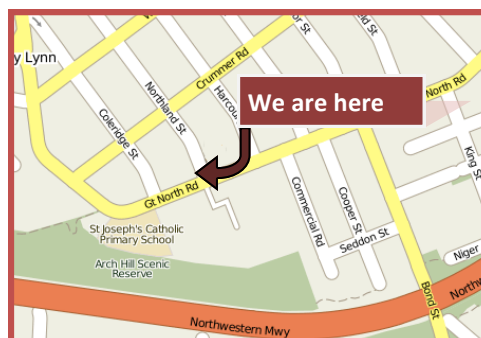
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We are located at: **393 Great North Road, Grey Lynn**





CROSSROADS CLUBHOUSE

HOW DOES IT WORK?

DAILY SCHEDULE

Activity	Timeframe	Purpose
Breakfast	9:00 am— 9:30am	Cheap nutritious breakfast for members
Morning Meeting	9.30 am— 10am	Orientation to the day's activity
Unit Meetings and Team Meeting	10am and 1pm	To develop and set out the Work Ordered Day
Participation in the Work Ordered Day	10am— 5pm	Development of confidence, skills, self esteem, a sense of purpose and meaningful relationships.
Lunch	Midday— 12.30pm	Provide a cheap nutritious meal for members. A social time for staff and members.
General Support and advice	9am— 5pm	Troubleshoot current issues

OTHER ACTIVITIES

Activity	Timeframe	Purpose
Clubhouse Reading	Every Monday 2pm-2:45pm	Read and discuss writings on Clubhouse standards and philosophy
House Meeting	Every Tuesday, 2pm-3pm	Sort out the business of Clubhouse
Co-ordination Meetings	Every Wednesday 2pm	Meeting to plan practical operational aspects of Clubhouse
Numeracy and Literacy Group	Every Thursday 1:30pm & 2:30pm	Supported learning opportunity for members
Coffee group	Every Friday, 3pm	Social time to build relationships out in our local community
Twilight Dinner	Last Thursday of every month 5-7pm	An enjoyable discussion of employment, educational or social issues
Social Recreation	One Saturday every month	Have fun and develop relationships outside of the Clubhouse
Mid-Winter Christmas party and Christmas Party	Twice a year	A celebration of the Clubhouse