



# 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. The work is organized into 2 work units:

Hands On Unit	
<ul style="list-style-type: none"> <li>• Prepare lunch, sandwiches and baking</li> <li>• Hygiene and daily maintenance</li> <li>• Menu planning</li> <li>• Shopping</li> <li>• Maintaining the Clubhouse buildings and vehicles</li> <li>• Repairs and replacements for Clubhouse equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Running tea and coffee bar</li> <li>• Cater for Clubhouse events</li> <li>• Budgeting</li> <li>• Balancing the till and cash handling</li> <li>• Healthy Active Lifestyle Programs</li> <li>• Gardening</li> <li>• Maintaining the grounds and surrounds</li> </ul>
Heads Up Unit	
<ul style="list-style-type: none"> <li>• Daily, weekly and monthly newsletters</li> <li>• Reception duties</li> <li>• Typing and clerical activities</li> <li>• Maintain member database</li> <li>• Celebration of birthdays</li> <li>• Repairs and replacements for Clubhouse equipment</li> <li>• Daily job search</li> <li>• Job search training (how to write CVs, attend interviews, set goals etc.)</li> <li>• Arrange training courses</li> <li>• Book-keeping, accounting and updating financial records</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation of new members</li> <li>• Tours for new members and visitors</li> <li>• Outreach to members (letters and phone calls)</li> <li>• Outreach to the community (presentation team)</li> <li>• Ongoing support for employed members</li> <li>• Manage Clubhouse transitional and supported employment positions</li> <li>• Advocate and support members to connect with welfare agencies (WINZ, Housing NZ etc)</li> <li>• Auditing and distributing petty cash</li> <li>• Arrange monthly dinners &amp; social recreation days</li> </ul>

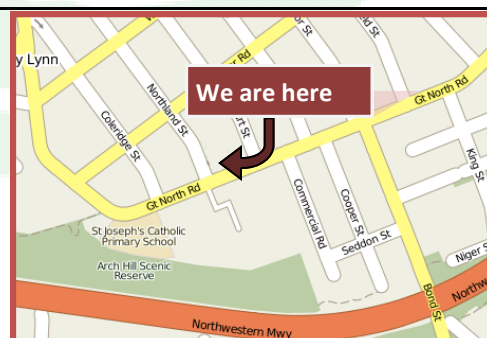
For a tour of the Clubhouse please contact us on:

**admin@crossroadsclubhouse.org.nz**

**www.crossroadsclubhouse.org.nz**

**Phone: 09 376 4267**

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





# CROSSROADS CLUBHOUSE

## HOW DOES IT WORK?

### DAILY SCHEDULE

Activity	Timeframe	Purpose
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	9am— 5pm	Development of confidence, skills, self esteem, a sense of purpose and meaningful relationships.
Lunch	12:00pm— 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
House Meeting	Every Tuesday, 2pm—3pm	Sort out the business of Clubhouse
Clubhouse Philosophy	Every Monday, 3pm	We discuss and enhance our knowledge and experience about the Clubhouse model of Recovery
Sports afternoons	Every Wednesday, 3pm	A time for members and staff to have fun and get fit playing sports.
Kiwi Breakfast	Every second Friday, 9:30am	A cheap, but filling, breakfast for members to enjoy.
Friday Social Club	Every Friday, 3-4pm	Social time to build relationships at Clubhouse or out in our local community
Twilight Dinner	One evening every month, usually on a Wednesday.	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 and its function.