

Attachment 2 – Volunteer Position Form

Volunteer Position Form

1. Organisation Details

Organisation's Name			
Street Address			
Suburb		Postcode	

2. Contact Person for Referrals

Name		Position	
Contact Times		Phone	
Email		Mobile	

3. Volunteer Position

Position Title			
Duties/ responsibilities (list tasks involved)			
Requirements (qualifications, experience, skills)			
Police Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	Working With Children Check	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver's Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Heavy Lifting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Days Required	<input type="checkbox"/> Weekdays		
	<input type="checkbox"/> Weekends		
Time Required			
Age Range			
Duration	<input type="checkbox"/> Ongoing <input type="checkbox"/> Short Term <input type="checkbox"/> One Off		
Public Transport	<input type="checkbox"/> Close By <input type="checkbox"/> No Public Transport available		
Training			

Volunteer Placement	<input type="checkbox"/> Part of a team <input type="checkbox"/> Working alone <input type="checkbox"/> Mix of both		
Number of volunteers required			
Wheelchair Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	Urgent Position	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Position Suitability (Please see the below Information Sheet)

Item	Yes	No	Item	Yes	No
Centrelink Approved Volunteering	<input type="checkbox"/>	<input type="checkbox"/>	Youth/School Volunteers (14-18)	<input type="checkbox"/>	<input type="checkbox"/>
Large Group Volunteering (10+)	<input type="checkbox"/>	<input type="checkbox"/>	Disaster Recovery	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers with a high level of Disability	<input type="checkbox"/>	<input type="checkbox"/>	Family Volunteering	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers with limited English	<input type="checkbox"/>	<input type="checkbox"/>	Skilled Volunteer	<input type="checkbox"/>	<input type="checkbox"/>
Travelling/Short term volunteers	<input type="checkbox"/>	<input type="checkbox"/>	Virtual Volunteering	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers outside Rockingham area	<input type="checkbox"/>	<input type="checkbox"/>	Volunteers with Support Workers	<input type="checkbox"/>	<input type="checkbox"/>

Position Suitability – Information Sheet

Centrelink Approved Volunteering

This indicates that the volunteer involving organisation is Centrelink approved and this position is suitable for a Centrelink volunteer.

Youth/school volunteers (14-18)

The position is suitable for younger volunteers. Please check insurance cover and be aware that additional supervision will be required.

Large group volunteering (10+)

The position is a group volunteering position, and can cope with a large number of volunteers (at least 10) on a single day. Group volunteering positions need to be well organised, with all equipment provided, and may require additional administration (such as a job hazard analysis). Please contact your local VRC / state peak body if you have any questions about group volunteering.

Disaster Recovery

This covers both emergency response and disaster recovery positions - anything dealing with a crisis (fires, floods, etc.). Many of these positions will only be activated

during an emergency, and they will be advertised on specialist websites when assistance is required.

Volunteers with disability

This indicates that the position can accommodate volunteers who have additional support needs. Generally these positions will need a high level of supervision, and specialist staff training may be required.

Family Volunteering

Family group volunteering is arranged to involve the entire family. Since under-18s will be involved (and potentially very young children), you should verify insurance cover.

Volunteers with limited English

Some volunteers may take on volunteer roles to help improve their English language skills. Positions flagged here are roles that do not require a high level of English, but they should also provide some opportunity to use and practice language skills.

Skilled Volunteer

This position requires a volunteer with a specific qualification and/or skill set. For example: a lawyer, an accountant, an electrician and so on. The position must require and utilise that specific skill at a high level of proficiency. Do not select this option unless the position requires qualifications/skills. Please enter the details of what skills are required in the requirements field.

Travelling/short term volunteers

These positions are suitable for volunteers who will only stay a short length of time. In general, it is project based volunteering that people can complete before moving on. Small heritage and restoration projects often fall into this category.

Virtual Volunteering

The position can be done entirely from any location the volunteer likes - from home, from work, etc. This would usually be an online or telephone-based position.

Volunteers outside Rockingham area

This position is available to community members from outside the Rockingham area and your organisation is happy to accept such referrals.

Volunteers with Support Workers

Your organisation is prepared and happy to accept volunteers who may need extra support from their support workers. Usually, support workers insurances are covered by the agency that employs them.