

Volunteer position form

Agency name: _____

Street address: _____

Suburb: _____ Postcode: _____

Who do we contact to make a referral?

Name: _____ Position: _____

Contact times: _____ Phone: _____

Email: _____ Mobile: _____

Volunteer position title

Title: _____

 Duties/responsibilities:
(list tasks involved)

 Requirements:
(qualifications, experience, skills)

 Police clearance: Yes No Working with children check: Yes No

 Drivers licence: Yes No Heavy lifting: Yes No

Positions details

Days required: Weekdays: _____ Weekend: _____

 Time required: *(e.g. 10.30am-2pm)* _____

 Age range: From: _____ To: _____ *(check your insurance cover)*

 Duration: Long term: Short term: One off:

Public transport: _____

Reimbursement: _____

Training: _____

 Environment: With others: Alone: Alone and with others:

 No. of volunteers required: _____ Urgent position: Wheelchair access:

Position suitability

	Yes	No		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"/>

Position Suitability – Information Sheet

Suitable for

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 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 while assistance is required.

Volunteers with a 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.