

## 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.