

Organisation Details

Name of Organisation* _____ Today's date* _____

Address* _____ Phone _____

Street

Fax _____

PO Box

City/Town

E-mail _____

Position / Project

Volunteer position title: _____ No. of volunteers required: _____

Outline of duties: (As much detail as possible, attach job description if available) _____

Benefits/skills for volunteer(s): _____

Person to contact in regards to position: _____ Phone: _____

Best time to contact when wanting to make an appointment for prospective volunteers: _____

Duration of Assignment

Ongoing One off event (date): _____

Short term (from): _____ (to): _____

Specific Day/s (circle) Mon / Tues / Wed / Thur / Fri / Sat / Sun

Times: Morning Afternoon Evening

Hours per week* (must be a number between 1-16): _____

What training do you provide?

(Please explain. When & where is training? How much time does it take? Is there any cost to the volunteer?)

Location of Position

Close to public transport

Wheelchair accessible

Disability toilet

Location (if different from above):

Can this work be done from home?

yes no

Is a car required for this position?

yes no

Any benefits and expenses provided to volunteers?

Parking Transport expenses

Tea/coffee Other: _____

What kind of volunteer do you need?

Any specific skills or education requirements?

Does this position require the volunteer to undergo a Police / criminal record check?

yes no

Any special personality requirements?

Has this position ever been a paid job

yes no

If yes, how long ago?

year/s months

DO YOU WANT THIS POSITION LISTED ONLINE?*

yes no

OFFICE USE ONLY

CATEGORY: _____

Organisation ID# _____

Job ID# _____