

Organisation Details

Organisation Name:

Branch: *(if applicable)* **Role Location:**

Volunteer Supervisor:

Email: **Phone:**

Volunteering Opportunity

Opportunity title:

Tell us about the volunteering opportunity: (please attach additional information if required)

Duration: <input type="radio"/> Long Term <input type="radio"/> Short Term <input type="radio"/> One-off/Event <i>Date/times:.....</i>	Location: <i>Can this work be done from home?</i> <input type="radio"/> Yes <input type="radio"/> No
Specific day/s <i>(circle)</i> Mon / Tues / Wed / Thur / Fri / Sat / Sun Times: <input type="radio"/> Morning <input type="radio"/> Afternoon <input type="radio"/> Evening	Is a car required for this position? <input type="radio"/> Yes <input type="radio"/> No Any benefits or expenses provided to volunteers? <input type="radio"/> Parking <input type="radio"/> Travel expenses <input type="radio"/> Other
Hours per week: <input type="radio"/> 1-4 <input type="radio"/> 5-10 <input type="radio"/> 10+	Do you? <input type="radio"/> Have wheel chair access <input type="radio"/> Police check

What training do you provide?
(Please explain. When & Where is training? How much time does it take? Is there any cost to the volunteer?)

What kind of volunteer do you need?
Is there any special skills or education needed?

Any special personality required?

Which one key word best represents this role? (NOT your organisation)

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|---|--|---|---|
| <input type="radio"/> Accounting & Finance | <input type="radio"/> Companionship & Social Support | <input type="radio"/> Education & Training | <input type="radio"/> IT & Web Design |
| <input type="radio"/> Admin & Office Management | <input type="radio"/> Counselling & Help Line | <input type="radio"/> Food Prep & Service | <input type="radio"/> Library Services |
| <input type="radio"/> Aged Care | <input type="radio"/> Disability Support | <input type="radio"/> Fundraising & Events | <input type="radio"/> Marketing, Media & Communications |
| <input type="radio"/> Animals | <input type="radio"/> Driving & Transportation | <input type="radio"/> Garden Maintenance | <input type="radio"/> Mediation & Advocacy |
| <input type="radio"/> Art, Craft & Photography | <input type="radio"/> Retail & Sales | <input type="radio"/> Governance, Board & Committee | <input type="radio"/> Music & Entertainment |
| <input type="radio"/> Childcare | <input type="radio"/> Tutoring & Mentoring | <input type="radio"/> Info, Tour Guides & Heritage | <input type="radio"/> Research, Policy & Analysis |
| <input type="radio"/> Safety & Emergency Services | <input type="radio"/> Writing and Editing | <input type="radio"/> Second Language | |
| <input type="radio"/> Sport & Physical Activities | <input type="radio"/> Trades & Maintenance | | |

Requested by: **Date:**

OFFICE USE ONLY Entered by: Date: Job ID#