

VOLUNTEER POSITION FORM

Organisation Details

Organisation name:			
Address:			
Postcode:		Website:	
Name of Volunteer Coordinator for this position:			
Days and hours of work of the Volunteer Coordinator for this position:			
E-mail address: <i>(contact for this role)</i>		Office Telephone:	
Mobile Telephone: <i>(if applicable)</i>			
Organisational description: <i>(if new)</i>			

Position Details

Position Title:			
Location/address of position including postcode: <i>(If different from above)</i>			
Position description: <i>(include tasks and all information that might help make this position attractive to potential volunteers e.g. value of the role and the volunteer to the organisation, level of support provided & by whom etc.)</i>			
Short description: <i>(summarise the key points from above, this is what people read first)</i>			
Requirements: <i>(Qualifications, experience, skills)</i>			
Additional Requirements <i>(please tick those applicable)</i>			
Working with children check?	Police Check?	Payable by Agency?	
Heavy lifting?	Covid-19 vaccination mandatory?		
Driver's licence? <i>(C class)</i>	Driver's licence needed? <i>(LR/MR class)</i>		

Medical check?				
Duration: <i>(please tick or provide specific dates)</i>				
Long term		Short term		Special Event
Specific dates				

Reimbursement: <i>(e.g. petrol allowance, lunch/tea/coffee provided)</i>		
Training: <i>(What training is available for this position)</i>		
How many volunteers does this position require?		
What days/hours is the volunteer required?		
Wheelchair access?		
Is filling this position urgent?		
Working environment: <i>(Please tick)</i>	Working Alone	Working with others
What is the age range for this position? <i>(Your volunteer insurance may specify an age range)</i>		
What public transport is available? <i>(Number of bus/train):</i>		

Could this position be suitable for: <i>(please tick all that apply)</i>		
Centrelink approved volunteering? <i>(15 hours per week)</i>		
Youth/Student volunteers? <i>(Aged 14 to 18 years)</i>		
A Corporate Team/Large Group of Volunteers?		
A volunteer with a disability? <i>(with support if required)</i>		
A volunteer with limited English?		
Travelling/Short Term Volunteers?		
Skilled Volunteer? <i>(Specific qualification or experience)</i>		
Work Experience/Internship?		
Virtual Volunteering? <i>(Position can be done at home etc, online or by telephone)</i>		
Advertise position online? <i>(please tick) (Position will be advertised on GoVolunteer and SEEK Volunteer)</i>		

When completed, please return by post or email to Community Information and Support Glen Eira

Attention: Louise Howe

1134 Glen Huntly Rd, Glen Huntly, VIC, 3163

Phone: 9571 7644

Email: volunteering@cisgleneira.org.au