



JOB DESCRIPTION

Use this form to register a voluntary job vacancy with Volunteering Illawarra

Organisation name:

Department/Program name:

Job title:

Type: Ongoing One-off/special event Short term Urgent To be advertised

Contact name:

Address:

City/Suburb: Postcode:

Phone: Email:

Job location (if different):

Volunteer duties:

.....

.....

Volunteer benefit:

.....

.....

Training:

.....

Skills/Interest Required for Task

Skill 1:

Skill level 1: Interest Only Skilled Qualified

Skill 2:

Skill level 2: Interest Only Skilled Qualified

Other skill information:

.....

List any personal qualities which may assist volunteers in the job.

.....

Are volunteers required to undergo criminal record checks prior to commencement? Yes/No

Details of public transport in proximity of the job (include bus route numbers if known)

.....

Does your service have disabled access/facilities? Yes/No

Start Date: End Date:

Day(s):

Times:

Maximum hours: Minimum hours:

Number of volunteers required:

(NOTE: Each volunteer should not work more than 15 hours per week in the one role.)

POSSIBLE SKILLS/DUTIES REQUIRED FOR A VOLUNTEER ROLE

OFFICE/ADMINISTRATION ROLE

Filing/faxing **q** General office duties **q** Answering the phone **q**
 Receptionist duties **q** Taking enquiries **q** Computer skills **q**
 Specific programs **q**

MANAGEMENT COMMITTEE ROLES

Member of committee **q** Minute taking **q** Deal with correspondence **q**
 Arranging speakers **q** Treasurer duties **q** Chairperson duties **q**

AGED AND DISABILITY CARE

Social day care **q** Craft **q** Social activities **q**
 Games **q** Help with setting up **q** Help with morning tea prep **q**
 Help with lunch prep **q** One-on-one assistance **q** Help with cleaning up **q**
 Assist on outings **q**

MENS SHED

Setting up tables etc. **q** Carpentry skills **q**

ONE-TO-ONE SUPPORT

Visit clients in their homes **q** Provide companionship **q** Accompany client on outings **q**
 Visit clients in residential units **q** Read and/or chat to residents **q** Assist client participate on community activity **q**

TRANSPORT

Assist clients on/off bus **q** Look after clients on bus **q** Assist with activities at the centre **q**
 Drive bus **q** Drive organisation's car **q** Drive own car **q**
 Deliver means to clients **q**

OUTDOOR/HANDYPERSON

Light gardening **q** Mowing **q** Bush regeneration **q**
 Planting/weeding **q** Handy person tasks **q**

EMERGENCY SERVICES

Rescue **q** Radio operation **q** Other **q**

HOSPITALITY

Food preparation **q** Serving **q** Cleaning/washing up **q**
Other **q**

RETAIL

Sorting/hanging clothes **q** Labelling **q** Customer service **q**
Cash register operation **q** Other **q**

YOUTH AND CHILDREN

Tutoring **q** Mentoring **q** Assisting with outings **q**
Supervising **q** Other **q**

EVENTS

Events assistant **q** Other **q**

MUSEUM/EXHIBITION CENTRES

Guide **q** Other **q**