

## VOLUNTEERING ILLAWARRA JOB DESCRIPTION FORM

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 benefits: .....

.....

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: .....

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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 16 hours per week in the one role.)**

### COVID-19 VACCINATION

Are volunteers required to give proof of vaccination?    Yes                       No

Will your clients be vaccinated?                      Yes                       No

**Disclaimer: You are not obliged to complete this section but your cooperation would be greatly appreciated.**