

VOLUNTEER POSITION LISTING FORM

Volunteering Central West



*Volunteering Central West (VCW) is a program of
The Neighbourhood Centre Bathurst*

We are committed to:

- Supporting organisations to implement best practice in volunteer management in accordance with *The National Standards for Volunteer Involvement 2015*
- Promoting volunteering and working with organisations to diversify volunteering opportunities in order to boost recruitment and retention.

Fill in this form to give us details about the roles volunteers perform within your group or organisation. We will use this information to promote your volunteer vacancies. Please be sure that you have completed an Organisation Registration form so that we can refer volunteers to you.

Today's date: [Click here to enter a date.](#)

Organisation Name: [Click here to enter text.](#)

Volunteer Position Title: [Click here to enter text.](#)

(Give your position a title that accurately describes the role you are trying to fill)

Short description:

(The short description should give enough information for the volunteer to be compelled to find out more)

Detailed Description (describe in detail the responsibilities, requirements and benefits of the role; describe key duties and any specific skills or training that is required):

[Click here to enter text.](#)

Location where the role will be performed:

City/Town: [Click here to enter text.](#)

STATE: [Click here to enter text.](#)

POSTCODE: [Click here to enter text.](#)

Start date: [Click here to enter text.](#)

Time required (e.g. flexible, x amount of hours a week/month, etc.): [Click here to enter text.](#)

Training involved: [Click here to enter text.](#)

Reimbursement (will any reimbursement be provided?): [Click here to enter text.](#)

Requirements for the position:

- Working with Children Check Traffic Check National Police Check Medical Check
 Heavy Lifting Driver Licence: MR LR HR F C

Other or additional requirements:

Service focus: Choose **ONLY ONE** that best matches the volunteer position...

- | | | |
|---|---|---|
| <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> Disability Service | <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Drug & Alcohol Support |
| <input type="checkbox"/> Education | <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Environment & Conservation |
| <input type="checkbox"/> Family Support | <input type="checkbox"/> Health | <input type="checkbox"/> Homeless |

- | | | |
|--|---|---|
| <input type="checkbox"/> Human Rights | <input type="checkbox"/> Indigenous Australians | <input type="checkbox"/> Mentoring & Advocacy |
| <input type="checkbox"/> Migrant Support | <input type="checkbox"/> Museums & Heritage | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Sport | <input type="checkbox"/> Veteran & Ex-Service Community |
| <input type="checkbox"/> Young People | <input type="checkbox"/> Other | |

Duration: Short-term Long-term Event Volunteering Micro-volunteering

Suitable for: Choose a **MAXIMUM of SIX**, if none match leave blank...

- | | |
|---|--|
| <input type="checkbox"/> Centrelink Approved Volunteering | <input type="checkbox"/> Youth/school volunteers (age 14-18) |
| <input type="checkbox"/> Large group volunteering (10+) | <input type="checkbox"/> Disaster Recovery |
| <input type="checkbox"/> Volunteers with a disability | <input type="checkbox"/> Family Volunteering |
| <input type="checkbox"/> Volunteers with limited English | <input type="checkbox"/> Skilled Volunteer |
| <input type="checkbox"/> Travelling/short-term volunteers | <input type="checkbox"/> Work Experience/Internship |
| <input type="checkbox"/> Virtual Volunteering | |

Interests catered for/nature of the volunteering position: Choose a **MAXIMUM of SIX**...

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

Are there specific availability requirements for the position?

	Morning	Afternoon	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has a risk assessment been conducted for this position to protect the volunteer and service users?

- Yes No

Wheelchair access? Yes No

CONTACT DETAILS FOR POTENTIAL VOLUNTEERS

This is the person with whom you would like potential volunteers to contact about this position.
ONLY PROVIDE DETAILS OF THE CONTACT METHODS YOU WISH POTENTIAL VOLUNTEERS TO USE.

Contact Name:

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Promotion of the Position

Please indicate how you are happy for position to be advertised:

Free media advertising (e.g. local papers and radio)

Go Volunteer/Seek Volunteer website

Other:

NAME OF PERSON SUBMITTING THIS FORM:

✓ **ALL DONE.**

Please return to the Volunteering Central West team and we will be in touch.

Looking forward to working with you,

The team at VCW

Volunteering Central West

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