

**Volunteering Central West**  
**VOLUNTEER JOB LISTING**



Use this form to provide details of your current volunteer vacancies. VCW will use this information to advertise the position.

ELECTRONIC FORMS AVAILABLE AT [www.binc.org.au](http://www.binc.org.au)

**Only answer questions relevant to the position.** Providing the most detailed and accurate information you can will give the best chance of finding the right volunteer for the job.

Program Name.....Today's date.....

Organisation Name.....

Organisation Type.....(e.g. arts, education, community, etc)

**THE JOB**

Job title:.....

Brief job description:.....

.....

.....

Skills required:.....

.....

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

**TIME COMMITMENT**

Job term (circle)    SHORT-TERM        ONGOING        ONE-OFF

Preferred or required day/s (circle)    MON    TUE    WED    THU    FRI    SAT    SUN

Preferred or required times (circle)    MORNING    AFTERNOON    EVENING    **OR**    Specified times.....

Any other details related to time commitment.....

.....

**Location:**.....**POSTCODE**.....

**THE VOLUNTEER**

Are there any other specific **qualities** of the volunteer/s you are looking for to fill this position?

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**Volunteering Central West**  
**VOLUNTEER JOB LISTING (continued)**



**Only answer questions relevant to the position.** Providing the most detailed and accurate information you can will give the best chance of finding the right volunteer for the job.

**OFFICIAL CHECKS**

Circle any of the following checks required for the position:

REFERENCE    MEDICAL    CRIMINAL    WORKING WITH CHILDREN    DRIVERS LICENCE    CAR REGO

**ANY OTHER IMPORTANT INFORMATION?**

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**VOLUNTEER COORDINATOR**

These are the details we will give to potential volunteers to make contact with your organisation (tick preferred)

Contact name.....

Phone.....

Email.....

Address.....

**PROMOTION OF THE POSITION**

Please indicate how you would like this job to be advertised by us:

Free media advertising (e.g. newspapers, newsletters, etc.)

Go Volunteer website

Seek Volunteer website

**When this volunteer vacancy is filled or you no longer wish to receive referrals, please let us know so that we can remove the job from our listings.**

Name of authorising/contact person.....

Signature.....Date.....

**Please return completed forms to:**

**Volunteering Central West**  
The Neighbourhood Centre Bathurst

PO Box 1469  
Bathurst NSW 2795

E: [vmp@binc.org.au](mailto:vmp@binc.org.au)  
P: 02 6332 4866  
F: 02 6332 1244  
W: [binc.org.au](http://binc.org.au)