

Volunteer Position Vacancy Form

* mandatory fields

*Organisation Name: _____ Date Submitted: ____/____/____

*Address: _____

*Suburb: _____ * Postcode: _____

*Website: _____

About this Position

*Position Name/Title: _____
(min 10 characters)

*Short Description: (max 500 characters)

*Detailed Description: *Include responsibilities and tasks of the position as well as any support arrangement.* (min 60 characters)

*Number of Volunteers Needed: _____

Requirements:

<input type="checkbox"/> Drivers Licence (C)	<input type="checkbox"/> Drivers Licence (MR)	<input type="checkbox"/> Others
<input type="checkbox"/> Drivers Licence (F)	<input type="checkbox"/> Heavy Lifting	<input type="checkbox"/> Traffic Check
<input type="checkbox"/> Drivers Licence (HR)	<input type="checkbox"/> Medical Check	<input type="checkbox"/> Working with Children Check
<input type="checkbox"/> Drivers Licence (LR)	<input type="checkbox"/> National Police Certificate	

*Requirements Description *(include skills, experience, qualifications or attributes essential for the position):*

Position Location

Address: _____

Suburb: _____ Postcode: _____

Multiple Locations: ☐

Contact for this Position

*Name of contact person: _____

*Phone: (Work) _____ (Mobile) _____

*Email: *(Email address to receive online Expressions of Interest)* _____

Position Commitment

Duration: ☐ Event volunteering ☐ Short term ☐ Long term/ongoing (6-12 months)

***Day/s Required:** _____

***Time/s Required:** _____

Position Suitability

Position has disabled access: ☐

Corporate Volunteering: ☐

Suitable for:

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

***Age Range:** Minimum _____ years to Maximum _____ years

Working Environment: ☐ Alone ☐ Alone and with others ☐ With others

Training Provided: _____

Reimbursement: _____

: ☐

Transport: ☐ Parking available ☐ Accessible by public transport ☐ Agency to provide vehicle

Additional Information Required

Please Note: Organisations must have current Public Liability and Volunteer Personal Accident Insurance to advertise volunteer positions with Volunteering SA&NT.

New Users:

***If you are a new user of this service, please provide the following insurance details:**

Public Liability:

Provider: _____

Policy Number: _____

Expiry Date: _____

Volunteer Personal Accident Insurance:

Provider: _____

Policy Number: _____

Expiry Date: _____

***Existing Users:**

Our Organisation is an existing user of VSA&NT's volunteer position advertising service and I confirm that my organisation has current Public Liability and Volunteer Personal Accident Insurance: ☐

Privacy Clause:

Volunteering SA&NT collects, stores and maintains your information according to the Australian Privacy Principles.

***I agree that all the information I have provided in this form is true and correct.** ☐

Submitted by: _____

Name

Position Title

To submit, please SAVE your document and email as an attachment to: vacancies@volunteeringsa-nt.org.au