



Wide Bay Volunteers

VOLUNTEER JOB DESCRIPTION

For use of Organisations recruiting volunteers from Wide Bay Volunteers Referral Service

PLEASE NOTE: The information collected on this form is for the purpose of obtaining details about your organisation and volunteer positions to give to potential volunteers in order to help them make an appropriate choice of volunteer work. Please note that the compilation of organisational data may be used for research into volunteering. However, your specific organisation's details will not be given to any other agency without seeking your permission.

Organisation Name:

Physical Location of Job:

Job Title:

Contact Person for Job:

Phone: **Fax:** **E-mail:**

Days / Times job is available Mon Tue Wed Thu Fri Sat Sun
(please tick)

Project work: Start date: _____ Finish date: _____

Event:

Ongoing:

Times Required:

Average Number of Hours Required Each Week: **No. of volunteer places:**

Tasks:

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Skills Required for job:

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What training is offered to volunteers? *(please tick all appropriate boxes)*

Orientation On-The-Job Training Training Session

Volunteer Is Required To: Work With Minimal Supervision Work In A Team

Skills to be gained from job:

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Preferred volunteer characteristics:

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Other requirements:

Police Check Required Driving Licence Required

Child Suitability Card Required For Position Disability Services Qld Card