

Job Description (1)

Organisation Name	
Volunteer Job Title	
Organisational Mission	
Overview of major responsibility/ of this position	
Who volunteer position reports to	
Who volunteer position liaises with	
Work Location	fdafa
Tasks/ activities	
Experience/qualifications required by volunteer including essential and desired	
Benefits of this volunteer role – to the organisation, the volunteer and benefits to community	

Job Description (2)

Volunteer Role Title:

Purpose of the Position:

Location:

Hours:

Principle Duties and Responsibilities:

Accountabilities:

Contact person:

Phone No.:

Fax No.:

Mobile

No.:

E-mail address:

Selection Criteria:

Benefits of the Role:

Contribution to achieving organisation's mission/goals:

Contribution to the community:

Skills volunteer will gain from the job:

Training available: Orientation On the job Training session

Other:

General information about the position:

- | | |
|---|---|
| <input type="checkbox"/> Required to work alone/independently | <input type="checkbox"/> Police / security check required |
| <input type="checkbox"/> Required to work as part of a team | <input type="checkbox"/> Medical check required |
| <input type="checkbox"/> Wheelchair accessible | <input type="checkbox"/> Working with children check required |
| <input type="checkbox"/> Not wheelchair accessible | <input type="checkbox"/> Public transport available |
| <input type="checkbox"/> Public transport not available | <input type="checkbox"/> Drivers license required |

Job Description (3)

Organisation Name:

Volunteer Job Title:

Average hours per week: Number of positions:

Days/times job is available: Morning Afternoon Evening

 Mon Tue Wed Thu Fri Sat Sun

Project / Event: Start Date / / Completion Date / /

Job Details:

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.....
.....

Physical location of job:

.....

Suburb/Town: Postcode:

Contact person for job:

.....

Phone No..... Fax No Mobile No:

E-mail address:

What skills are required to do the job:

What characteristics are required in the volunteer:

What skills will the volunteer gain from the job:

Training given: Orientation On the job Training session

Other:

General information about the position:

- | | |
|---|---|
| <input type="checkbox"/> Required to work alone/independently | <input type="checkbox"/> Police / security check required |
| <input type="checkbox"/> Required to work as part of a team | <input type="checkbox"/> Medical check required |
| <input type="checkbox"/> Wheelchair access provided | <input type="checkbox"/> Drivers licence required |
| <input type="checkbox"/> No public transport available | <input type="checkbox"/> Child suitability card required |

Any other information which may help identify suitable volunteers for this job:

Job Description (4)

Organisation

JOB TITLE:

LOCATION:

RELATIONSHIPS:

For example:

- ▼ Supervisor
- ▼ Support People
- ▼ Information Sources

ACTIVITIES AND TASKS:

SKILLS OR QUALITIES REQUIRED FOR THIS ROLE: This may include:

- ▼ Knowledge
- ▼ Abilities
- ▼ Willingness
- ▼ Skills
- ▼ Qualifications

TO BE GAINED FROM THIS ROLE: For example:

- ▼ Develop or maintain work skills
- ▼ References to use in job-seeking
- ▼ Work with a great group of people
- ▼ Help find and develop real solutions

REQUIREMENTS OF THE ROLE: For example:

- ▼ Hours
- ▼ Orientation
- ▼ Training
- ▼ Attire
- ▼ Equipment

THE WORKING ENVIRONMENT: For example:

- ▼ Workplace / location
- ▼ Work independently/team
- ▼ Work as a small/large group
- ▼ Work in a busy/relaxed environment
- ▼ Lots of responsibility/ lots of support