 **Organisations Volunteer Vacancy**

The quality of our Volunteer Recruitment depends on the information we have.

Please provide as much information as possible. Thanks

**Volunteer Position Description:**

**Volunteer Position Summary:**

|  |  |
| --- | --- |
| **Position:** |  |
| **Reports to:** |  |
| **Remuneration:**  This is a volunteer position. Reimbursement policies apply where appropriate. Please provide details if there is any reimbursement |  |
| **Hours:** |  |
| **Start Date(s):** |  |
| **Term:** (Long/Short/On-call) |  |
| **Location:** |  |

[Download Defining Volunteer Roles fact sheet](http://volunteeringvictoria.org.au/wp-content/uploads/2014/11/DesigningVolunteerRole-practical-guide-finalversion-2.pdf)

**About <Organisation name>**

**Purpose <Purpose of the Volunteer Role>**

**Responsibilities:**

**Personal Attributes:**

Personal attributes required to do this job effectively. You are a person who:

**The Volunteer will require:**

**Police Check Working with Children’s Check Driver History Report**

**Character References**

**Insurance Details:**

………………………………… **……………………………………………………..** (Organisation name) declares that:

1. It holds all relevant insurances required by the laws of Victoria and the Commonwealth;
2. It acknowledges the right of Volunteering Western Victoria to request that (Organisation name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provide evidence of the required insurances at any time;
3. It will inform Volunteering Western Victoria immediately of any change in the status of its insurance cover;
4. (Organisation name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will not hold itself out as an agent of Volunteering Western Victoria;
5. It is solely responsible for the operations and/or conduct of its volunteers or the volunteers of any affiliate organization[s];
6. It will indemnify and hold harmless Volunteering Western Victoria in the event of any breach of this declaration
7. By signing this you declare that all information given is true and accurate, that you understand Volunteering Western Victoria reserves the right to decline any vacancy

Print Name Print Position Title Signature Date

**Contact Details:**

**Name:** **Job Title**

**Phone Number:** **Fax Number:**

**Email:**  **Website:**

**Address:**