



Melville Volunteer Resource Centre Volunteer Position Description Form

Organisation Details					
Name (Organisation/Department)					
Address					
Postcode					
Contact for this Role					
Email:		Phone:		Web:	

Position Details	
Position Title	
Location	
Short Description (500 Characters)	
Detailed Description	
Requirements <i>(Qualifications, experience, skills)</i>	

	Day/Time/Hours			
	Morning	Afternoon	Evening	Times
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Licences/Checks	
	YES	NO
Working with children check	<input type="checkbox"/>	<input type="checkbox"/>
Police check	<input type="checkbox"/>	<input type="checkbox"/>
Drivers licence	<input type="checkbox"/>	<input type="checkbox"/>
Heavy vehicle licence required	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting	<input type="checkbox"/>	<input type="checkbox"/>
Flu vaccination required	<input type="checkbox"/>	<input type="checkbox"/>
COVID- 19 vaccination required	<input type="checkbox"/>	<input type="checkbox"/>

Work Environment		
Required checks are payable by	<input type="checkbox"/> organisation	<input type="checkbox"/> volunteer
Working environment	<input type="checkbox"/> alone	<input type="checkbox"/> with others
Age range for this position <i>(you may need to check with your insurer)</i>		
How many volunteers required for this role?		
Public transport available?		
Reimbursements to volunteers <i>(tea, coffee, meals ,fuel)</i>		
Training for volunteers		
Physical access? <i>Are there any impediments to access to your location?</i>		

Melville Volunteer Resource Centre supports universal access to volunteering. Please consider the requirements for this role and assess the suitability of volunteers with the following abilities:

	Yes	No
Language (a volunteer from non-English speaking background)	<input type="checkbox"/>	<input type="checkbox"/>
A volunteer with limited physical ability	<input type="checkbox"/>	<input type="checkbox"/>
A volunteer with an intellectual disability	<input type="checkbox"/>	<input type="checkbox"/>
A volunteer with a disability who volunteers with a support worker	<input type="checkbox"/>	<input type="checkbox"/>
A student volunteer Aged 14 – 17years	<input type="checkbox"/>	<input type="checkbox"/>