



## JOB DESCRIPTION

Use this form to register a voluntary job vacancy with  
Volunteering Illawarra

Office Use Only
Reg Date: _____
Job No: _____
Org. No. _____
Initials: _____

Organisation name: \_\_\_\_\_

Department/Program name: \_\_\_\_\_

Job title: \_\_\_\_\_

Type:  Ongoing     One-off/special event     Short term     Urgent     To be advertised

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job location (if different): \_\_\_\_\_

Volunteer duties: \_\_\_\_\_

Volunteer benefit: \_\_\_\_\_

Training: \_\_\_\_\_

81-83 Burelli Street, Wollongong (cnr. Church & Burelli Streets – Church Street entrance)  
Locked Bag 8821 Wollongong NSW 2500 Ph: 4227 7163 Fax: 4227 7771  
e-mail: [volunteering@wollongong.nsw.gov.au](mailto:volunteering@wollongong.nsw.gov.au) website: [www.volunteeringillawarra.org.au](http://www.volunteeringillawarra.org.au)

A Community Services initiative of Wollongong City Council funded and supported by the Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), NSW Department of Community Services (DOCS) & DADHC Home and Community Care Program



Skills/Interest Required for Task

Skill 1: \_\_\_\_\_

Skill level 1:      Interest Only      Skilled      Qualified

Skill 2: \_\_\_\_\_

Skill level 2:      Interest Only      Skilled      Qualified

Other skill information: \_\_\_\_\_

\_\_\_\_\_

List any personal qualities which may assist volunteers in the job.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are volunteers required to undergo criminal record checks prior to commencement? Yes/No

Details of public transport in proximity of the job (include bus route numbers if known)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your service have disabled access/facilities? Yes/No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Day(s): \_\_\_\_\_

Times: \_\_\_\_\_

Maximum hours: \_\_\_\_\_ Minimum hours: \_\_\_\_\_

Number of volunteers required: \_\_\_\_\_

*(Note: each volunteer should not work more than 16 hours per week in the one role)*