



Gympie Region Volunteer Centre

ORGANISATION PROFILE

This information on this form is used primarily to assist us in placing potential volunteers. The compilation of organisational data may also be used for research into volunteering. However, your specific organisation's details will not be given to any other agency without seeking your permission except as required or authorised by law.

Name of Organisation			
Address			
Name of Person responsible for coordinating volunteer activities			
Phone No			
Fax No			
Email			
Days/times volunteer coordinator available for contact			
Does your organisation have paid staff?	Yes	No	If yes, number
Does your organisation have a volunteer coordinator/manager	Yes	No	If yes, is coordinator paid?

What training does your organisation offer to volunteers? (Please tick all applicable boxes)

- Orientation/Induction
- Regular workplace health and safety briefings
- On-the-job training
- On-going supervision
- Buddy system training
- Structured training workshops
- Annual reviews
- Other – Please specify: _____

How do you recognise and support your volunteers? (Please tick all applicable boxes)

- Include volunteers in regular planning
- Provide Certificates of Appreciation
- Have regular social events
- Provide tea and coffee
- Offer use of facilities eg. photocopying, laminating, binding, fax machine
- Include volunteers in decision making
- Provide travel reimbursement
- Evaluation and feedback sessions
- Provide references
- Other – Please specify: _____?



Organisation Mission/Vision

Programs/Services Provided

Locations covered

Additional information

- Wheelchair accessibility
- Welcoming environment for people with a disability
- Welcoming environment for people from CALD backgrounds
- Culturally appropriate environment for Aboriginal and Torres Strait Islanders

Please provide any other information which may help with linking suitable volunteer to your organisation.

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Volunteering Queensland Insurance Documentation given

Signed: _____

Code of Practice Documentation given

Signed: _____



Gympie Region Volunteer Centre

VOLUNTEER JOB PROFILE FORM

The information collected on this form is for the purpose of obtaining details about your volunteer positions to give to potential volunteers to help them make an informed choice about volunteer work. Please note that compilation of the data may be used for research and statistical analysis. However, your specific details will not be given to any other agency without seeking your permission except as required or authorised by law. (A copy of VQs Privacy Policy, which also applies to Gympie Region Volunteer Centre, is available on request or at www.volqld.org.au).

Please confine the information in your profile to the spaces provided as the amount of data which can be recorded on our database is limited. You can provide a full job description to any interested volunteer on receipt of their expression of interest.

GRVC use only
Job category
Org ID No.....

Please tick boxes where appropriate

Organisation Name:

Job title:

Days Required: Mon Tue Wed Thu Fri Sat Sun

Times Required: _____

Recruitment Start Date: _____

Minimum Requirement: The minimum time you would prefer a volunteer commits to doing this job.

<input type="checkbox"/> Not required	<input type="checkbox"/> 3 months	<input type="checkbox"/> 12 months
<input type="checkbox"/> Under 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> Over 12 months

(If applicable):- This job is part of: A Project An Event

Job Details:

Physical location of job: _____

Suburb/Town: **State:** _____ **Postcode:** _____

Job Contact Name: . _____

Phone: . _____ **Mobile:** _____ **Fax:** _____

E-mail address: _____



Skills required for this Job:

Characteristics required for this Job:

Benefits/Skills the volunteer will gain from this Job:

Training given:

- Orientation
- On the job
- Training session
- Other training if any:

General Information:

- Wheelchair access available
- Public Transport is available
- Travel reimbursement available

Other Requirements:

- Police/security check required
- Working with Children Blue Card required
- QLD Disability Services Yellow Card required
- Organisation can assist with checks
- Specific Qualifications or Experience required _____
- Driver's licence required
- Own Transport
- References required
- Medical check required

- Other: _____

Please provide any other information about this job: .

This job is suitable for:

- Ages:** Under 18 Adults Seniors All
- Groups:** Corporate Groups Other Groups (eg. families, schools)
- Other:** Virtual Volunteers People with limited English People with support needs