

**Byron Community Centre**  
*"Bringing Communities Together"*



# Volunteer Application Form

Date:	
Name:	DOB:
Postal address:	
Phone – Home:	Mobile:
E-mail:	

Please tick the areas in which you're interested in Volunteering:

<b>Office:</b>		
<input type="checkbox"/> Reception	<input type="checkbox"/> Admin Support	<input type="checkbox"/> MYOB/Accounting
<input type="checkbox"/> Computer Work	<input type="checkbox"/> Desktop publishing	
<b>Events:</b>		
<input type="checkbox"/> Ushering	<input type="checkbox"/> Box Office	<input type="checkbox"/> Bump In/Out
<input type="checkbox"/> Café/Catering	<input type="checkbox"/> Bar (RSA required)	<input type="checkbox"/> Events Management
<input type="checkbox"/> Byron Film Festival	<input type="checkbox"/> Byron Arts Classic	<input type="checkbox"/> Voyeur/Fashion
<b>Projects:</b>		
<input type="checkbox"/> Project management	<input type="checkbox"/> Research	<input type="checkbox"/> Grant writing
<b>Community Services:</b>		
<input type="checkbox"/> Healthy Ageing	<input type="checkbox"/> Welfare Services	<input type="checkbox"/> Liberation Larder
<b>Venue:</b>		
<input type="checkbox"/> Gardening	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Beautification/ Feng Shui
<b>Markets:</b>		
<input type="checkbox"/> 1 <sup>st</sup> Sunday of the month	<input type="checkbox"/> Saturday Artisan	<input type="checkbox"/> Week Day Office Admin Support.

1. Why would you like to volunteer at the Byron Community Centre?
  
1. What skills do you have that may be useful as a volunteer at the Centre?
  
2. Are there specific skills, experience or knowledge you'd like to gain while volunteering at the Centre?
  
3. Have you, or are you currently volunteering with other organizations?

<i>Name of organization</i>	<i>Contact person &amp; phone number</i>	<i>Volunteer position held</i>	<i>How long did you volunteer?</i>

4. Do you consent for BCC to contact your previous or current volunteer organization?     **Yes**        **No**

5. Please provide contact details of two referees:

<i>Name of referee</i>	<i>Position / relationship to applicant</i>	<i>Phone number or e-mail</i>

6. How did you hear about volunteer opportunities at Byron Community Centre?
  
7. Do you consent to being contacted by other BCC volunteers and staff concerning volunteer activities at the Centre?     **Yes**        **No**
  
8. For statistical purposes, do you receive Centrelink payments?     **Yes**        **No**
  
9. Are you Aboriginal or Torres Strait Islander?     **Yes**        **No**
  
10. Please provide a contact name and phone number in case of an emergency.

*Thank you for your application.*

*Please sign the Confidentiality and Work Agreement and return it with your application to Reception at the Byron Community Centre.*

*The Volunteer Coordinator will contact you for an interview shortly.*



## Confidentiality Agreement

The Byron Community Centre (BCC) has a commitment to maintaining confidentiality and preserving the personal information that may be disclosed to clients in the course of seeking and receiving service from the BCC. The obligation to respect confidentiality is binding and the following rules apply:

- Information about clients should only be discussed in the presence of the person/s directly involved.
- Any information about clients that needs to be discussed with staff, Management Committee members, another volunteer or another agency should only be discussed with the express permission of that client.
- Business relevant to the operation of BCC, or of a private nature to staff, Management Committee members or volunteers of the BCC should not be discussed or disclosed.
- Upon ceasing duties at the BCC, business relevant to the operation of BCC, or of a private nature to staff, Management Committee members or volunteers of the BCC should not be discussed or disclosed.

I, \_\_\_\_\_ have read the above and agree to maintain the Byron Community Centre's policy on Confidentiality.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Volunteer Work Agreement

Please be aware that submitting this application does not guarantee a volunteer position with the BCC.

There will be a trial period for any engagement.

After the trial period, volunteers will be given feedback based on staff and other workers' observations.

Continuation in a role and as a volunteer at the Centre will be based on this review process.

Where performance does not meet the requirements of the position, the following options will be discussed:

- a) training may be provided to enhance performance
- b) volunteers may be asked to move to a more suitable position within the Centre
- c) volunteers may be asked to cease work

Volunteer workers agree to adhere to the rules, processes, procedures and values of the BCC.

Should a volunteer engage in dangerous, illegal or inappropriate activities they can expect to be dismissed from their duties.

I, \_\_\_\_\_ have read the above and agree to work within the Byron Community Centre's Volunteer Work Agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_