|  |
| --- |
| In accordance with the Volunteer Policy, volunteer role descriptions must be approved by the Senior Volunteer Program Coordinator, External Engagement prior to volunteers’ commencing. Please compete all areas of this form in detail. If you require assistance with completing this form please email [volunteer@adelaide.edu.au](mailto:volunteer@adelaide.edu.au) Please allow up to 7 business days for processing of volunteer role descriptions.  Reminder that Volunteers can only undertake work on behalf of the University that would not normally be undertaken by a paid employee of the University. |

|  |  |
| --- | --- |
| Title of Volunteer Role |  |
| **University Area** |  |
| **Description and purpose of the volunteer role:**  Please describe the volunteer role, its purpose and how this role will benefit the University/faculty/school | |
| **Responsibilities:**  Please add any specific volunteer responsibilities as it relates to this role   * The volunteer agrees to undertake the necessary training provided by their Volunteer Supervisor, including Health, Safety and Wellbeing induction and any hazard management training required to undertake their role. * The volunteer agrees to adhere to the [University Volunteer Policy](https://www.adelaide.edu.au/volunteer/ua/media/161/university_volunteer_policy_2017.pdf) and requirements outlined in the [volunteer handbook](https://www.adelaide.edu.au/volunteer/current-volunteers/volunteer-handbook). * For insurance purposes the volunteer agrees to log their volunteering hours with the University Volunteer Program. | |
| **Specific duties to be undertaken:** Please include specific duties/tasks the volunteer needs to do for this role.  All work undertaken by the volunteer will be under instruction and supervision; including: | |
| **Qualifications – skills, expertise, experience, knowledge** | |
| **Personal attributes required:**  Please include specific attributes you require for this role; below are some examples.   * Clear communication skills * Good organisational skills * Can work well in teams | |
| **Time frame and/or attendance requirements:** (volunteer roles should not exceed more than 15 hours a week) | |
| **Training provided** |  |
| **Location of work** |  |
| **Travel involved** |  |
| **Approved out of pocket expenses/honorarium** |  |
| **Volunteer Supervisor** |  |
| **Special requirements** | For example - does the volunteer need a current drivers’ licence or police check? |
| **Benefits to the volunteer**  For example;   * Gain skills in ….. * Gain experience in …… * Gain experience to help with pathways to employment and/or further study | |
| **VOLUNTEER COORDINATOR/SUPERVISOR’S CONTACT DETAILS** | |
| **Name** |  |
| **Position Title** |  |
| **Telephone** |  |
| **Email** |  |
| **OFFICE USE** | |
| Please return to the Senior Volunteer Program Coordinator, External Engagement at [volunteer@adelaide.edu.au](mailto:volunteer@adelaide.edu.au) for approval prior to volunteer/s commencing in this role. | |
| **Approved** | **Yes**  **No** |
| **Name** |  |
| **Position Title** |  |
| **Comments** | Volunteer Supervisors to ensure volunteer is provided with the appropriate HSW training and provided with the appropriate equipment to undertake their volunteer role in a safe manner. Please refer to your Hazard Management Safety Plan. |