

# VOLUNTEER POSITION FORM

## Organisation details

Organisation name: **angelhands Inc.**

Address: **P.O. Box 1348 South Perth, WA**

Postcode: **6951**

Coordinator/contact for this job: **Anita Moretta**

E-mail address: **deputy@angelhands.org.au**

Telephone: **0431 073 460 or 9244 8344**



## Position details

Name of the volunteer position: **Events Coordinator**

Position description (*include tasks and any extra information that might help make this position attractive to potential volunteers*): **We are currently seeking an event coordinator to plan, organise and direct specific functions which educates, increases awareness, raise funds and enhances the organisation profile.**

Location address of this position (*If different from above*): **NOR, specifics available once interest is confirmed**

Location postcode: **6021**

Requirements (*Qualifications, experience, skills*): **Prior event coordinating helpful**

Time required? **Minimum 2hr p/w**

Working with children check required? **YES / NO / SOMETIMES**

Police check required? **YES / NO**

Payable by: **AGENCY / VOLUNTEER**

Working: **ALONE / WITH OTHERS**

Wheel chair access? **YES / NO**

Is this position urgent? **YES / NO**

How many volunteers are required? **1 - 2**

Age range (*If there is an agency/insurance requirement*): **Minimum 20 years**

Any additional information about this position? **Basic computer knowledge essential, must be able to work alone and as part of a team, some experience in organising events would be beneficial but is not essential**

Position available (mark all that apply)			
	Am	Pm	Evening
Monday	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" 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"/>

What public transport is available?: **10mins from Stirling train station / Bus routes 424 & 414**

Reimbursement (*Type and amount e.g. petrol allowance, lunch/tea/coffee provided*): **Not currently**

Training: **Internal training and possibility of attending relevant training courses**

Could this position be suitable for:

A volunteer from a Non English Speaking Background? **YES / NO**

A volunteer with a disability (with support if required)? **YES / NO**

A Corporate Volunteering Team? **YES / NO**

Student volunteers (Aged 14 to 17 years)? **YES / NO**