

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: **Newsletter Editor**

Position description (*include tasks and any extra information that might help make this position attractive to potential volunteers*): **We are currently seeking a Newsletter Editor to develop and compose a regular newsletter which promotes the organisation, educates and brings awareness to the readers. It will also publicise the variety of support services available to people who have been affected by personal serious violence.**

Location address of this position: **NOR; specifics available once interest is confirmed.**

Location postcode: **6021**

Requirements (*Qualifications, experience, skills*): **Excellent writing skills and creative research methods**

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? **Sound computer knowledge essential, must be able to work alone and as part of a team**

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**