

TASK DESCRIPTION

This form can be completed online www.heartsandminds.org.nz (If completing in writing, please complete in CAPITALS – Thank You).

Volunteer Position: _____

Dept. / Service Area of Volunteer Position: _____

Organisation Name: _____

Organisation Address: _____

Organisation Phone Number: _____

Address where position will be based (if not same as above): _____

Name and Position of assigned Supervising Staff Member: _____

Supervisor Phone Number(s) (DDI, mobile etc.): _____

Please explain your need for hiring a volunteer: _____

Please outline the key duties and responsibilities of the Volunteer position:

Essential skills and attributes required for the Volunteer position:

Desirable skills and attributes required for the Volunteer position:

Please state which dates, days and times you require a Volunteer:

Proposed Start Date: _____ **Finish Date:** _____

DAY	START TIME	FINISH TIME	HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

PLEASE EMAIL A POSITION ADVERT to Community Volunteering to help publicise the Volunteer position you are seeking to fill.

Name (Authorising Staff Member): _____

Signature (Authorising Staff Member): _____
(Insert your electronic signature here or print this form and sign)

Date: _____

NOTES – for Community Volunteering Use

Position Outcome: Approved / Declined / Unable to be met at this time

Name (Hearts & Minds Staff Member): _____

Signature (Authorising Staff Member): _____

Date: _____

Notes: