

Guide for Volunteer Applicants

Thank you for your interest in applying to become a volunteer with the Garvan Research Foundation.

People from all walks of life volunteer with us. Students and young people volunteer to gain the work experience and skills they need to help them get a job in later life. Similarly, people volunteer after they have had a break from the job market and are looking to build up fresh experience, as well as people who are still in the workforce who gain satisfaction from utilising their skills, knowledge and experience for a good cause.

Many of our volunteers are retired people, looking to put their experience and some of their newfound free time to good use. Volunteering can be a lot of fun and is a great way to make new friends. It could help you learn new skills and gain valuable work experience.

Garvan has a range of volunteer roles, some of which include, but are not limited to:

- Assisting with Public Seminars
- Data entry
- General administration
- Community fundraising coordination and assistance
- Assisting with Garvan tours

Required documentation

Regardless of what volunteer role you are appointed to, all volunteers must complete an application form and attached a CV (if you have one). If you have been placed in an on-going role, you will also need to complete an emergency contact and medical information form and sign Garvan policy agreements which will be sent out by post, prior to commencing the role.

The interview process

All potential on-going volunteers will be interviewed and referee checks will be conducted to ensure suitable applicants are found and placed in a role you will enjoy. If there are a number of applicants for the role, the Supporter Services Manager will shortlist the applications and the interviews will then be conducted accordingly.

Notification of being successfully appointed to a volunteer role

We will be in contact with you within two weeks after your interview or after you have submitted your application to become a volunteer.

If you are successful, the Supporter Services Manager will contact you by telephone to advise you of the start date and any other details for your first day. If you have been unsuccessful or if there are no upcoming suitable roles, we will either contact you by phone or send you a letter, depending on the number of applications or the type of volunteer role you are interested in.

Please return this form to: Ms Rachael Stewart
Garvan Research Foundation
Reply Paid 68593
384 Victoria Street
Darlinghurst NSW 2010

Ph. 02 9295 8110
Fax. 02 9295 8151
foundation@garvan.org.au



Garvan Volunteer Application Form

Title _____ First Name _____ Surname _____

Date of birth: ____/____/____ (year of birth required for insurance purposes)

Address: _____

Email: _____

Daytime Phone: _____ Evening Phone: _____

Mobile: _____

Best way to contact you? Email Phone Mobile Post

1. Do you have any disabilities which require a special work environment?

No Yes (If yes, please specify)

2. Please provide the details of two referees who are not family members.

For example: Employer (past or current/paid or volunteer), community leader etc. References are checked.

Reference 1:

Name: _____

Position: _____

Address: _____

Daytime Phone: _____ Email: _____

Reference 2:

Name: _____

Position: _____

Address: _____

Daytime Phone: _____ Email: _____

We would like to know your skills and interests so that we can match you to your areas of interest. Thank you for taking the time to fill this out.

3. Skills

Which of the following skills do you possess?

- | | |
|---|---|
| <input type="checkbox"/> Clerical work | <input type="checkbox"/> Mailings |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Data entry |
| <input type="checkbox"/> Internet-based research | <input type="checkbox"/> People skills |
| <input type="checkbox"/> Telephone-based research | <input type="checkbox"/> Organisational skills |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Computer skills
(please specify the programs you have used) |
-
-

Other _____

4. Opportunities for 2007

The following opportunities may exist in 2007. If you are interested in any of the following, please tick the box. More opportunities will arise as the year progresses.

- Volunteer co-ordinator
- Data entry assistance (training will be provided, but computer skills are necessary)
- Supporter care calls
- Community fundraising co-ordination and assistance
- Tour guides/chaperones/assistant* *Tours to be conducted on first and third Thursday of each month*
- Seminar registration desk
- Seminar set-up co-ordinator
- Mail outs
- Filing
- General office assistance
- Administrative assistance to Cancer Program (making patient files & filing)

5. Availability – Which days of the week would you prefer to work with us? (Please tick)

Days	Times Available		
Monday	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> All day
Tuesday	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> All day
Wednesday	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> All day
Thursday	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> All day
Friday	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> All day

If there are no suitable positions available, we will hold onto your application for six months in case any suitable roles arise, but after that date, your application will be destroyed.

Volunteer's Rights and Responsibilities

A volunteer has the right to expect that Garvan Institute will:

- Treat the volunteer with respect and courtesy
- Provide an atmosphere that is conducive to learning, and elicits input from volunteers
- Assign a task which respects a volunteer's training and experience, whenever possible
- Provide task assignments, responsibilities, deadlines, and an understanding of how task completion will benefit Garvan
- Offer the volunteer suitable instructions and, if necessary, training for the assigned task
- Indicate clearly who will supervise his/her work
- Offer regular feedback and volunteer evaluations, both formally and informally
- Listen to comments and feedback that volunteers offer

Garvan Institute has the right to:

- Expect professional behaviour from our volunteers, including punctuality, notice of absence, and task completion in a timely manner
- Place a volunteer on a Leave-of-Absence, or terminate a volunteer opportunity with Garvan with appropriate notice
- Expect volunteers to comply with all Garvan policies, including but not limited to Privacy and Confidentiality policies

Volunteering at Garvan 2007

Tasks and Opportunities



Seminar Volunteers

- Seminar co-ordinator – co-ordinates other volunteer assistance for our seminars. This would involve calling other volunteers, briefing them about the assistance required, and advising the Foundation of the outcomes
- Excellent communication, organizational skills and ongoing commitment required
- Ushering
- Working on registration desk
- Helping out on the day to set up, deliver and tidy up morning/afternoon tea
- Good organisational and people skills required as well as the ability to lift heavy teapots

Seminar Set Up Assistant

- To make sure that we are ready for the attendees on the day. Setting up Garvan information and merchandise stalls, Garvan banners, assisting GRF staff as required on the day.
- Good organisational skills and ability to work fairly quickly

Remaining Public Seminars for 2007 (Held at Garvan)

Tuesday 17 July “Auto-Immune Diseases”

Tuesday 7 August “Osteoporosis”

Monday 17 September “The Ageing Brain”

Wednesday 18 October “Mental Health Disorders”

Data Entry Assistance for the Foundation

- We have ongoing data entry tasks for the Foundation using our Data Base.
- Attention to detail is vital, as well as good level of computer literacy, ability to touch type is a big advantage
- Training is provided

Administration Assistance for the Foundation

- We need people to help us open, batch and record our mail and to help us with mailing out flyers and receipts
- Attention to detail is vital
- Training is provided

Community Fundraising Coordination & Assistance

- Volunteers to go out in to the community and assist organisations that want to hold fundraising events for Garvan. Will involve assisting with the organisation of the event, as well as helping out on the day and liaising with the Foundation team and other volunteers to make sure the event organisers have all they need from Garvan
- Availability of these volunteer jobs is intermittent
- Training will be given

Tour Guides & Assistance

- We hold tours at Garvan on the first and third *Thursday* of each month, and assistance with these is always appreciated.
- Ushering
- Conducting the tours
- Helping out on the day to set up, deliver and tidy up morning/afternoon tea
- Good organisational and people skills required as well as ability to lift heavy teapots