

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. 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, typing, filing
- Assisting with Garvan tours

Required Documentation

Regardless of what volunteer role you are appointed to, all volunteers must complete an application form and attach 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 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, we will shortlist the applications and the interviews will 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, we 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:

The Volunteer Coordinator
Garvan Research Foundation
Reply Paid 68593
DARLINGHURST NSW 2010

Please note: No stamp is required!

Or return via email to: foundation@garvan.org.au

Volunteering at Garvan

Below are some typical 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

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 alternating Tuesdays and Thursdays of each month, with some adhoc tours as well
- ✓ Ushering
- ✓ 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 teapots, serve light trays of food, serve tea/coffee

Garvan Volunteer Application Form

Title:	First Name:	Surname:
Date of Birth:	D _____ M _____ Y _____ NB: Your full date of birth is required for insurance purposes	
Home Address:		
Day Time Phone:		
Evening Phone:		
Mobile Phone:		
Email:		
What is the best way to contact you? <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mobile <input type="checkbox"/> Post		
Do you have any disabilities which require a special work environment? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please specify below		

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:
Organisation:		
Address:		
Work Phone:		Email:

Reference - 2	Name:	Position:
Organisation:		
Address:		
Work Phone:		Email:

Staying in touch

If you are not already on our mailing list, would you like to keep up to date with our latest research news and achievements via our quarterly *Breakthrough* newsletter?

Yes please via Post Yes please via Email Not at this time thank you

Skills

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.

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, typing |
| <input type="checkbox"/> Internet-based research | <input type="checkbox"/> People skills, phoning and thanking donors |
| <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) |
| <input type="checkbox"/> Other _____ | |
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Opportunities

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

- Data entry assistance (training will be provided, but computer skills are necessary)
- Supporter care calls to Donors
- Community fundraising co-ordination and assistance
- Tour guides/chaperones/assistant
- Seminar registration desk
- Seminar set-up co-ordinator
- Mail outs, opening and sorting mail, fulfilment
- Filing
- General office assistance

Availability

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

Days	Times you are 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

Next Steps

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 securely destroyed.