

## 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:

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](mailto:foundation@garvan.org.au)

## **Volunteering at Garvan**

Below are some typical tasks and opportunities:

### ❖ **Administration Assistance for Supporter Services Team**

- We need people to help us open, sort and record our mail and to help us with mailing out brochures and receipts
- Attention to detail is vital

### ❖ **Data Entry Assistance for the Foundation**

- We have ongoing data entry tasks for the Foundation using our Raiser's Edge database
- Attention to detail is vital, as well as good level of computer literacy

### ❖ **Seminar Volunteers**

- Good communication and organizational skills
- We need assistance with ushering and assisting guests with lift access and directions
- Working on registration desk
- Helping out on the day to set up, deliver and tidy up morning/afternoon tea with the ability to assist with hot water urns and teapots
- Positive personality and people skills required
- An interest in and positive attitude towards medical research and the work of Garvan

### ❖ **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 in a timely manner

### ❖ **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



## Garvan Volunteer Application Form

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

<b>Please provide the details of two Referees who are <u>not family members</u>.</b> For example: Employer (past or current/paid or volunteer), community leader etc.		
<b>Reference - 1</b>	<b>Name:</b>	<b>Position:</b>
<b>Organisation:</b>		
<b>Address:</b>		
<b>Work Phone:</b>		<b>Email:</b>

<b>Reference - 2</b>	<b>Name:</b>	<b>Position:</b>
<b>Organisation:</b>		
<b>Address:</b>		
<b>Work Phone:</b>		<b>Email:</b>

### 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?

- Clerical work                                       Mailings  
 Filing     Data entry, typing  
 Internet-based research                               Telephone skills (phoning and thanking donors)  
 Telephone-based research    Organisational skills  
 Hospitality     Computer skills (please specify the programs you have used)

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Availability

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

Days	Available time(s)		
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.