



## **TENTERFIELD VISITOR INFORMATION CENTRE Volunteer Application Form**

### **Love where you live?**

Tenterfield Shire Council is offering volunteering opportunities for local residents who are passionate about our area and interested in sharing their enthusiasm with visitors to our region.

To apply for a volunteer position, please read the Volunteer Position Description, complete the following form and return to Tenterfield Shire Council. If you have any questions, would like assistance filling in the form, or would like more information, please contact the Tourism Officer, Caitlin Reid, on 0459 148 745 or Ms Sarah Watson on 6736 6000.

### **PERSONAL DETAILS:**

Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### **SKILLS AND EXPERIENCE:**

Please provide a brief background on your education, qualifications, relevant work history skills and experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special skills or experience relevant to operations of a visitor information centre:

- Customer Service       Administration       Tourism Industry  
 Computer Skills       Previous Volunteering  
 Other: \_\_\_\_\_

Level of Computer Literacy:

None

Basic

Intermediate

Advanced

Please list the computer programs you have experience using:

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Are you currently:

Studying

Working

Retired

Looking for Work

If you are an owner/operator of a local business, or otherwise involved in the tourism industry, please provide details:

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**AVAILABILITY:**

The Visitor Information Centre is open 7 days a week (closed Christmas Day). Please indicate your preferred availability, selecting both the hours each day, and the frequency.

	Hours			Frequency		
	Morning	Afternoon	All Day	Weekly	Fortnightly	Monthly
<b>Monday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tuesday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wednesday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thursday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Friday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Saturday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunday</b>	N/A	N/A	<input type="checkbox"/> (10 - 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please include any other information relevant to availability:

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**EMERGENCY CONTACT:**

Please supply details of a contact person in case of an emergency:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Do you have any medical conditions / special needs / requirements we need to be aware of, or that may impact on your ability to perform your role as a volunteer? (Confidentiality assured)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERVIEW / TRAINING:**

Prospective volunteers will need to meet with the Tourism Officer (or Council representative) and if successful will be required to attend an induction session prior to commencing in the role.

**ACKNOWLEDGEMENT:**

I hereby acknowledge that I have read, understood and agree to the duties and responsibilities of a volunteer as outlined in the position description, and that all information provided is true and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: All applications submitted will be considered and remain confidential. Applications will be assessed based on the availability and will not be excluded for any reason which is not directly related to the requirements of the volunteer position. Applications received by Council do not guarantee a volunteering opportunity. Volunteering opportunities are subject to Council's requirements, capacity and availability of prospective volunteers.*

**Please return this application form to:**

Attention: Caitlin Reid

Tourism Officer

[council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

247 Rouse Street / PO Box 214, Tenterfield NSW 2372

02 6736 6000

**OFFICE USE:**

Approved: \_\_\_\_\_ Date Met: \_\_\_\_\_