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|  | **Individual Volunteer Job Description and Authorisation** |
| Use this form as part of your safety planning to describe the work that will be undertaken by a volunteer participating in the project or program. Complete it for:1) Standard activities and tasks that the volunteer undertakes on a recurring basis. This then becomes the basis for on-going safety measures related to that recurring work.2) Specific once-off activities and tasks undertaken by an individual volunteer, where the project is new and different to standard activities and tasks. |
| **PART A: Project/Activity Details** |
|  **Job name**  |
|  **Start date** |  **Finish date** |
| **Description of duties and tasks** |
| **Prerequisites.** Use these to determine the suitability of volunteer. |
| **Health and Safety Requirements**. Complete a Hazard ID Form. |
| **PART B: Volunteer Details** |
|  **Name** |
|  **Address** |
|  **Phone number (home)** |  **Mobile** |
|  **Email address** |  **WILDCARE member number** |
| **Part C: Authorisation by WILDCARE Group President or WILDCARE Co-Chair** |
|  **Signature:** |  **Print:** |  **Date:** |