|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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:** |