**Swansea Online Access Centre INC.**

**25 Franklin Street**

**P.O. Box 308**

**Swansea Tasmania 7190**

**Phone 0424 425 908**

**Volunteer Application**

The Swansea Online Access Centre INC. provides the Swansea Community with reasonably priced access and training in the use of modern computer equipment and the internet.

To ensure the facility is well used and that people get the help they need, it is vital that we have a strong volunteer team and that we are able to call on their skills to enhance the services we provide to the community.

Name:…………………………………………………………………………………………...

Address ………………………………………………………………………………………………….

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Phone: …………………… Email:…………………………………………………………

Why would you like to become a volunteer at the Swansea Online Access Centre Team?

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What skills do you have to offer, that would make you a valuable member of the Swansea Online Access Centre Team?

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Would you be happy to work with people who come into the Centre, show them how to operate the computer equipment and use the internet and software?

Y/N

If Yes, with which of the following would you feel most comfortable?

Internet Word Processing Basic Spreadsheets

Email Databases Desktop Publishing (MS Publishing)

Setting up a Webpage All of the Above

Would you also be happy to answer the phone, take messages, help out with office procedures such as< processing forms, filling out registration forms, taking bookings, etc.?

Y/N Comments:

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What are your hobbies and interests?

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The Centre is currently open 5 days a week, however if the need arises we would consider open Monday – Saturday. There are 3 shifts per day: Morning 10am -1pm; Afternoon 1pm – 3pm; and all day 10am to 3pm.

What are the days and times you would be available or volunteer work at the Centre?

Monday: Morning/Afternoon/All Day. Tuesday: Morning/Afternoon/All Day.

Tuesday: Morning/Afternoon/All Day Wednesday: Morning/Afternoon/All Day

Thursday: Morning/Afternoon/All Day Friday: Morning/Afternoon/All Day

All volunteers will be offered some training and will meet regularly with the coordinator to discuss their involvement and any ideas they may have to improve our service.

A “Working With Vulnerable People” (Child Related Activity) Registration is mandatory and must be obtained before commencing as a volunteer with the Centre.

If a prospective volunteer does not have a ‘WWVP” Registration, the Centre will help the person to apply for it and upon obtaining their registration, the Centre will re-imburse the cost of it to the volunteer.

Are you happy to take part in this and work as a team with other volunteers/staff?

Y/N Comments: ………………………………………………………………………………………………

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Please complete and return this form to the Coordinator at Swansea Online Access Centre.

Thank you for taking the time to fill out the application. The coordinator will be in touch shortly to arrange a face to face interview and discuss the position description with you.

**Office Use Only**

Date Application Received: ………………… Date Applicant Contacted: ……………

Result of Interview: …………………………………………………………………………..

WVVP Date & Registration Number: ……………………………………………………….

Volunteer’s Shifts:

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Coordinator’s Signature & Date: ……………………………………………………………….

Secretary’s Signature & Date: ………………………………………………………………….

