



Volunteer Application Form

First Name:

Surname:

Address:

Home Phone:

Mobile:

Email:

Date of Birth:

In the event of an illness or serious injury MoW are to contact the person/s listed below:

Name:

Contact number:

Relationship to you:

Name:

Contact number:

Relationship to you:

Drivers (anybody who may drive for Meals on Wheels)

Car Registration:

Renewal Date:

Driver Licence No:

Renewal Date:

Third Party Property Insurance: **YES / NO** or Comprehensive Insurance: **YES / NO**

Renewal Date:

Volunteer Roles

Please tick which volunteer roles and what areas you are interested in:

Volunteer Drivers

Volunteer drivers help deliver meals to our customers. Our drivers team up with our deliverers to ensure our customers receive their meal. Drivers need to have access to their own vehicle and have either comprehensive or third party property insurance. Drivers must have the ability to lift and carry eskies. Drivers are needed at:

Berry Bomaderry Culburra Beach Jervis Bay Shoalhaven Heads

Deliverers

Volunteer deliverers deliver the meals to our customers. Deliverers must have the ability to lift and carry eskies.

Berry Bomaderry Culburra Beach Jervis Bay Shoalhaven Heads

Kitchen Assistant

Kitchen Assistants assist with meal preparation, cleaning, packing of meals. Kitchen Assistants are needed in:

Jervis Bay Nowra Bomaderry Shoalhaven Heads

Kitchen Coordinator/Cooks

Kitchen Coordinators will prepare and cook designated meals in line with nutritional meal guidelines and assist with cleaning, packing of meals to ensure we are following safe food handling process are followed. Kitchen Coordinators are needed in:

Jervis Bay Shoalhaven Heads Meals on Wheels

Community Visitor

The volunteer will visit house bound or isolated consumers in their own home to have a chat, enjoy a cuppa, play a game of cards or whatever suits you both.

Berry Bomaderry Culburra Beach Jervis Bay Shoalhaven Heads

Volunteers to support groups The volunteers will attend groups activities such as, every month we host a Wheels to Meals where consumers will visit different local restaurants to enjoy a few hours out of their home.

Administration assistants

Volunteer office assistants provide administration support to the office staff located at East Nowra. This could include helping to manage our databases, preparing promotional materials, book keeping or taking telephone enquires

Ambassadors of Meals on Wheels

We have various roles that Ambassadors of Meals on Wheels could assist us with by:

- attending forums, shopping centres, service meetings to promote Meals on Wheels
- updating our social media to promote our services to our current and potential consumers and consumers families, and to attract potential volunteers and sponsors.
- Ensure our printed material is relevant and readily available and disseminated to GPs libraries etc.

□ **Board of Management**

Recently North Shoalhaven Meals on Wheels changed from a Cooperative to a Company Limited as a result we are looking for board members who have skills in Law, Promotion, Accounting, Human Resources or Dietetics. The board meet on a monthly basis.

Experience or qualifications:

Please provide details of experience relevant to this role.

Further information:

- I am aware that a police check is required for all volunteers and a negative vetting *may* prevent me becoming a volunteer
- I will notify the Volunteer Coordinator if there is a change of my address, contact details or ability to undertake my duties.
- I accept that it is essential that client details are confidential and are not to be discussed with anyone not on the committee or an employee of North Shoalhaven Meals Cooperative Ltd.
- I will notify the relevant Coordinator if I am convicted of a criminal offence while I am a member of this Association.
- If I'm a driver I agree to keep current my driver's licence, car registration and relevant insurance. I will notify the relevant Coordinator if there is a change in any of these matters and understand if these are not kept up to date insurance coverage may be void.

By signing this form I attest that the information supplied is true and accurate.

Signature of volunteer:

Date:

Signature of Volunteer Co Ordinator:

Date:

Volunteer Recruitment Procedures

The process used for the recruitment of volunteers is as follows:

- Volunteer will complete the application form and return to:
North Shoalhaven Meals on Wheels PO Box 4004, East Nowra 2540
Email to volunteer@nsmow.org.au
Meals on Wheels Volunteer who gave you the form
- The application form will be forwarded to the local Meals on Wheels Volunteer Coordinator. The Volunteer Coordinator will contact the volunteer and request a meeting.
- At the first meeting the volunteer will be given an overview of the service asked to fill out a Criminal Record Check and will be asked to bring in appropriate identification.
- The applicant will be informed as soon as possible of the result of the application.
- Once the application is approved the volunteer will receive orientation into Meals on Wheels.