



Volunteer Application / Enquiry

Area(s) of interest - Please indicate which area(s) you are interested in volunteering with -

- Admin Support Transport Shuttle Bus Driver / Assistant Visiting Service
- Website Maintenance Property Maintenance (on-site) Social Events Support
- Fundraising / Marketing Volunteer Co-ordinator

Please turn over for a brief overview of each role.

Contact Details

First names: Preferred Name:

Last Name:

Address:

City & Postcode

Home Phone: Cell Phone:

Occupation:

Email: Date of birth:

Residency: NZ National Not a NZ National No NZ citizenship or residency

Languages spoken other than English:

What days are you available?

Mon		Tue		Wed		Thu		Fri		Sat		Sun	
AM	PM												

Why do you want to be a volunteer with Age Concern?

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Consent / Acknowledgement

I, acknowledge with my signature that Age Concern Tauranga has the right to:

1. Maintain contact with me until I advise otherwise, and
2. Keep the personal information on this form on file.

Signature: Date:

In accordance with the Privacy Act 1993, the contents of this form are confidential to Age Concern.

Admin Support

Primary purpose is to provide general administration support as and when required with any of the following tasks -

- Reception
- Brochure stands
- Newsletter mailout
- Database updates

Transport

Primary purpose is to provide transport for financial members to attend social events / outings. Standard driver's license only required.

- Van driver – 12-seater passenger van
- Driver's assistant

Visiting Service

Primary purpose is to provide weekly home visits and friendship to an assigned client.

Website Maintenance

Primary purpose is to update website details as and when required.

Property Maintenance (on-site)

Primary purpose is to provide once weekly office cleaning services and regular vehicle cleaning as and when required.

Social Events Support

Primary purpose is to assist with the setup, delivery and pack-up of social activities such as -

- Monthly coffee group meetings
- Monthly public meetings
- Annual general meeting

Fundraising / Marketing

Primary purpose is to identify appropriate funding sources, prepare, and monitor the funding applications.

Volunteer Co-ordinator

Primary purpose is to assist with the recruitment and management of volunteers.