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### **Thank you for your interest in volunteering at Kyabra.**

Kyabra Community Association Inc. is a community-based organisation that is committed to strengthening individual, family and community life. Our activities are inspired by a vision of fair, thriving, sustainable communities that instil hope, embrace diversity, promote safety, and in which all people feel a sense of belonging.

Kyabra offers opportunities for volunteers to become involved in a number of our services and we are thankful for the support that volunteers provide to our staff and community members.

The main areas of volunteer involvement are:

- Homework Club occurs on a Tuesday afternoon from 4pm to 6pm during school terms only. Our Homework Club operates from the Kyabra office, with children travelling from a number of local schools to attend. We assist primary and secondary school aged children from African Muslim backgrounds with their homework.
- Limited Hours Child Care operates from 9am-1pm, Monday to Friday during school terms only. Based at Sunnybank, the centre provides a range of developmental experiences for children aged 18 months – 5 years. Volunteers assist children with craft and play activities, provide supervision and help clean up after activities.
- Play Bus attends a local park every Wednesday from 9:30am to 11:30am. A group of African Muslim women and their children regularly access this service, but all other community members who may be in the park at the time are welcome to join us. We provide the children with age appropriate toys, such as Play-doh, painting, baby toys, blocks, etc.

In each of the above services you will be working in a team of both paid and unpaid (volunteer) staff and have direct contact with service users. The locations at which these services are offered are a short walk from public transport options; you will need to be able to travel to the service location independently as we are unable to assist with transport.

Occasionally opportunities arise for volunteers to assist in other ways:

- Administration Volunteers assist with basic office duties including typing, filing, photocopying and answering the phone.
- Maintenance Volunteers assist with basic upkeep of Kyabra properties, under the direct supervision of a Grounds and Maintenance professional.

Volunteers in these two positions may work infrequently, providing support to paid staff to enhance the 'behind the scenes' side of Kyabra's services as needed from time to time.

To register your interest in any of the above positions, please complete an 'Application for a Volunteer Position' form and return it to Kyabra by post, fax or email. We will then contact you to chat in more detail about your application and opportunities we have available.

All volunteers are required to hold a Working with Children Blue Card. If you do not have a Blue Card we can assist you through the application process.

*Volunteering is a serious commitment. While we understand that your circumstances may change, we ask that you intend to commit to a volunteer position for at least six months.*

*Please note: Kyabra is **not** registered with Centrelink for voluntary work in order to meet participation/activity test requirements*



## APPLICATION FOR A VOLUNTEER POSITION

Title: Mr / Mrs / Ms / Miss / Other: _____	
Given Name(s)	
Family Name	
Preferred Name	
Address	
Postcode	
Daytime phone	Mobile phone
Email address	
<p>What experiences, skills and talents do you have to offer?          These may be gained through previous training, employment, volunteer work or hobbies.</p>	
Which languages do you speak?	
Do you have your own transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What type of volunteer work would you like to do? (please tick)	<input type="checkbox"/> Homework Club <input type="checkbox"/> Child Care Centre <input type="checkbox"/> Playbus <input type="checkbox"/> Administrative support <input type="checkbox"/> Maintenance <input type="checkbox"/> Other _____

What is your availability? (please circle)	Mon	Tue	Wed	Thu	Fri
	Morning Afternoon	Morning Afternoon	Morning Afternoon	Morning Afternoon	Morning Afternoon
How much time can you give?	Weekly _____ hours or Monthly _____ hours				
Do you have a Blue Card for Working with Children in Queensland? If you do not already hold a Blue Card we can facilitate the application process for you however there will be a delay before you are allowed to start volunteering.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why do you wish to work for our service?					
Where did you hear about us?					
<b>Health and Safety:</b> Do you have any medical, injury or health issues that may affect your safety or performance? If so, please provide a brief description of the issue and how it can be appropriately managed. Please note, disclosing a health concern will not preclude you from a volunteer opportunity.					
Contact person, in case of emergency: Name: Relationship:			Contact Numbers		
I agree to any criminal history checks, including but not limited to Blue Card, Yellow Card and/or police certificate that may be required for the position being conducted. I agree that the information on this form may be supplied to the service providers in the program area in which I will be working. I declare that the information contained in this application is true and correct.					
Signed			Date		