

# Ballina Shire Tourism Ambassador Volunteer Registration Form



Please return complete application forms via  
Email to [discover@ballina.nsw.gov.au](mailto:discover@ballina.nsw.gov.au)

6 River Street | Ballina NSW 2478 | Phone 1800 777 666

## Position Overview:

Volunteers will be involved in a number of activities in the provision of information to visitors including: meeting and greeting visitors, information provision to visitors, ensuring displays are clean and tidy, refilling brochure stands, sourcing information to assist visitors, reserving accommodation and tours, selling merchandise.

Currently the minimum commitment per week is 4-8 hours in length.  
Volunteers are required to sign on for each shift on the provided attendance timesheets.

Please complete this form and return it to the Ballina Visitor Information Centre, email is the preferred method [discover@ballina.nsw.gov.au](mailto:discover@ballina.nsw.gov.au)

1. I notify my interest to be considered a Volunteer Ambassador of the Ballina Visitor Information Centre under the management of Ballina Shire Council.
2. I accept that the information in this application may be used by Ballina Shire Council for its use only.
3. I agree to support management of the Ballina Visitor Information Centre as required.
4. I understand that there will be Workplace Health and Safety requirements that I will need to observe in my volunteer capacity, and I agree to attend training as required.
5. I understand and will comply with the safety rules, code of conduct, confidentiality and privacy, recordkeeping and other conditions set down in Council policies and procedures are a condition of engagement.

## Applicant Details:

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Current Address: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Availability (Please Highlight):

Monday AM / PM	Tuesday AM / PM	Wednesday AM / PM	Thursday AM / PM
Friday AM / PM	Saturday AM / PM	Sunday AM / PM	

What are your particular strengths and skills? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give us an example of your weekly computer or tablet usage? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you competent with email communication? Please provide an example: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any health issues that could affect your ability to perform tasks in a volunteer capacity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to keep yourself up to date with the local tourism industry? For example updates regarding what's on and new businesses?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a work-related reference:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CM Number: \_\_\_\_\_

Responded to applicant: \_\_\_\_\_ (sent letter 17/9642)

Staff Initials: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_