

Ballina Shire Tourism Ambassador Volunteer Registration Form



6 River Street | Ballina NSW 2478 | Phone 6686 3484 |
Email discover@ballina.nsw.gov.au

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 4-9 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

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 Circle):

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: _____

Staff Initials: _____

Notes: _____

