

Community template: Statement of Volunteer Duties

This template can be adapted to suit the needs of any koala conservation project using volunteers

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Purpose of this document

The template below is presented as an example of a statement of duties for volunteers that you can edit and adapt.

Text in [blue](#) should be changed for your specific project.

Other text can be edited or adapted as you see fit. You may remove the front pages and add your own organisation title and logo.

It is recommended that you seek legal advice to make sure you are meeting health and safety requirements.

Statement of Volunteer Duties

INSERT PROJECT NAME

Aim

The aim of this project is to [XXXX](#).

Volunteer Duties

Volunteers for the [XXXX](#) project will:

- plant, nurture and provide ongoing support to 60 koala food trees within your assigned team plot
- conduct supporting weed control work within your team plot as may be required
- work cooperatively and safely as part of a team
- care for and maintain the security and utility of all tools and equipment provided
- report any issues that require addressing or support work promptly (e.g. safety concerns) to [XXXX](#).

Time Commitment

There is no stipulated time commitment required of volunteers in this project. Volunteers are encouraged to visit the site whenever is convenient and perform the duties as time may allow. It is expected that volunteers will be required to [XXXX](#).

Line of reporting

Volunteers report directly to [name, role and contact telephone number](#).

Experiences we can offer

volunteers on the [XXX](#) project can expect to experience:

- [training, expertise and experience in koala habitat management, weed control, land conservation practice, native tree planting and care, native plant and animal identification](#)
- [meeting and working with fellow community members with similar interests](#)
- [knowledge of the value, importance and conservation values of the region](#)
- [complementary fun activities like koala spotlighting.](#)

Health and safety requirements

Volunteers are to:

- INSERT SPECIFIC DOCUMENTS OR PLANS VOLUNTEERS MUST READ OR UNDERSTAND
- report all hazards to XXXXXX
- report all injuries or accidents to XXXX
- use and care for any equipment provided for health and safety purposes
- take reasonable care to protect the health and safety of yourself and others while volunteering.

Training requirements

- Volunteers are requested to attend an information session on the project and to participate in an orientation tour of the park.

Dress requirements

- Suitable bush gardening clothing such as a loose fitting long-sleeve shirt, long trousers, sturdy footwear, sun hat and mandatory sunscreen.

Statement of Understanding

I understand and will abide by the Statement of Volunteer Duties outlined above.

Name

Phone number

Email address

Signature

Date

**Thank you for your support.
We hope you enjoy participating in the project.**