



## SO YOU WOULD LIKE TO BECOME A VOLUNTEER?

Welcome to the Bunbury Dolphin Discovery Centre (DDC), and thank you for your interest in becoming a member of our Volunteer Program. The DDC relies on the assistance of volunteers to advise visitors on the operations and 'ethos' of the Centre, help manage the dolphin interaction program, participate in our research program and act as a guide for DDC, Bunbury and the South West.

**FIRST!** - Think about why you want to volunteer?

*If the only reason you can think of is to swim with the dolphins, then maybe you should reconsider, your time as a volunteer will involve a lot more than just being in the water with dolphins.*

### WHAT DOES VOLUNTEERING FOR THE DDC INVOLVE?

We have two types of volunteers at the DDC:

#### **Long term**

Those who live and work in the Bunbury region and have offered to contribute a certain amount of time/ week to the centre. They are required to spend a minimum of one 4 hour shift per week / 16 hours per month.

#### **Short term**

This usually only applies to students and visitors to the Bunbury region who wish to help out for a short time. Due to the time it takes for the volunteer to become familiar with the centre, we expect a minimum commitment of 20 hours per week for 6 weeks. As a short term volunteer, the position involves working 5 days a week, 4 hours per day, including 1 x weekend shift

### COMMITMENT TO THE VOLUNTEER PROGRAM.

Volunteers are asked to sign a formal commitment to the centre. This will involve;

1. Doing the required hours and days/ week (depending upon whether you are a short or long term volunteer).
2. Using a weekly roster system for all shifts
3. Attending a monthly meeting, which is considered essential for the ongoing development of volunteers and their duties.
4. Learning all information provided about the dolphins and the DDC.
5. Notifying the Volunteer Supervisor or the Volunteer Coordinator if unable to make shifts or leaving for a period of time.
6. To notify supervisors if volunteers are no longer interested in being involved in the program or if unsatisfied to voice concerns to the volunteer supervisor rather than other volunteers or the general public.
7. Sign a pledge agreement that includes both the volunteers and the DDC responsibilities.
8. Accurately fill out a Medical Clearance form including all relative information.
9. International Volunteers must supply their travel insurance documents.



### ACTIVITIES OF A VOLUNTEER:

- ☞ Talking to visitors on the beach - explaining what the DDC does
- ☞ Assisting to manage the Interaction Zone when dolphins visit
- ☞ Managing Dolphin Discovery Room area.
- ☞ Assisting with the research program recording observations in the bay and monitoring of dolphin visits to the zone.
- ☞ Inputting the research data into databases for analysis.
- ☞ Assisting with the care and maintenance of our Aquariums.
- ☞ General maintenance and cleaning.
- ☞ Tour guiding through the Interpretive Centre for the general public, tour groups and school students
- ☞ Participating in "Coast Care" activities and assist with current research projects

### WHAT WE CAN OFFER VOLUNTEERS

By volunteering for the DDC you will achieve a great sense of satisfaction knowing that you are assisting in a worthwhile project to increase public awareness about dolphins and other marine life.

As a volunteer, you will be required to purchase a \$25 T-shirt to be worn only when on duty. Tea and coffee is complimentary however all other café items need to be purchased. We also have a monthly meeting, as well as regular video and BBQ nights put on by the DDC which we would invite you to attend as a volunteer.

- ✓ The main requirements to becoming a volunteer are having a conversational level of English language, being able to work as part of a team and having a big smile.
- ✓ Being a volunteer at the DDC can be a wonderful experience, you meet people from all around the world, not to mention the dolphins. However your time as a volunteer will involve a lot more than being in the water with the dolphins. **Talking and answering questions is a very important part of a volunteer's role.** Eighty percent of a volunteer's day involves talking to people who come down to the beach to see the dolphins. Volunteers make excellent tour guides!!

**Note: Application Form is on the next page.**



## Volunteer Application Form

(PLEASE PRINT INFORMATION CLEARLY)

### PERSONAL DETAILS

Name	
E-mail	
Address – (local)	
Phone – Home	
Phone – Work	
Date of Birth	
Emergency Contact Number	
Drivers License Number and Class	

### VOLUNTEERING EXPERIENCE

Current or previous volunteer experience	
Qualifications or special skills (Boating, Surf Lifesaving, Bronze Medallion etc)	
Why do you want to volunteer at the centre?	

### OTHER DETAILS

What are your interests		
I wish to be a Short Term / Long Term volunteer (please state)		
Please indicate your dates for volunteering	Begin Date	
	End Date	
Please indicate if you have experience in any of the following areas (please elaborate) research, journalism, fund raising, boat handling, photography, tour guide, field observation, education.		
Are you interested in assisting with the areas above		
Do you speak a 2 <sup>nd</sup> language, if so, Please state language		
Are you a holder of a current Senior First Aid Certificate		

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Email: [info@dolphindiscovery.com.au](mailto:info@dolphindiscovery.com.au) Web: [www.dolphindiscovery.com.au](http://www.dolphindiscovery.com.au)



Please attach any Certificates you have attained for the following:

First Aid Certification

CPR Certification

Oxygen Certification

Any other relevant qualifications  
(please state)

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**DAY AND TIME AVAILABLE (Please tick the preferred time)**

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							

**Please note – 4 hours are the required minimum per shift**

**INTERNATIONAL VOLUNTEERS**

Country	
Home Address	
Your intended length of stay in Bunbury	
Visa Number	
Work Permit Number (If applicable)	
Passport Number	
Phone Number	
Emergency contact person and contact phone number	

All volunteers are covered by a volunteer's insurance policy while on duty at the Dolphin Discovery Centre.

**VOLUNTEER UNIFORM**

T-Shirt -To be purchased by volunteer after training period for \$25

Name Badge – Will be provided by DDC

You are required to supply and wear black shorts or pants. DDC recommends both closed shoes and sandals.

**NOTE:** It is important that you attend an interview before becoming a volunteer. Please contact the Centre to arrange a time for interview.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



Volunteers,

Please be aware that this page will be kept in a confidential place. In order to maximize security of your personal details only limited staff employed by the DDC and who have signed a confidentiality agreement will have access to this information.

### PERSONAL DETAILS

Name	
Contact Number	

### INSURANCE

Have you ever been declared Bankrupt (yes/no)	
Have you ever been an Insured Person of an organization placed in receivership, liquidation, or provisional liquidation (yes/no)	
Have you ever had a conviction for crimes involving dishonesty (yes/no)	

### MEDICAL HISTORY

List any known medical conditions allergies/medication that may affect your volunteering with this organisation	
Are you currently taking any Medication for an existing medical Condition (yes/no)	
If yes, please specify	
Health Care Card Number	
Medicare Card Number	
Ambulance Subscriber (yes/no)	
Do you have any special needs we should know about (yes/no)	
Please provide details	

I agree that any photos taken of me while I am a volunteer at DDC can be used for promotional & business purposes. I also agree that any photos I take with DDC's camera are the property of DDC.

Signature of Applicant: \_\_\_\_\_

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



## VOLUNTEER WORK INFORMATION

### QUALIFICATIONS

- Minimum age – 16 years
- Commitment to the aims and objectives of DDC
- Good communication skills
- Polite and courteous to the public at all times
- Able to be a team member
- Neat appearance
- Can speak English fluently

### TYPES OF VOLUNTEERS

1. Long Term
  - Available to Bunbury and general area residents
  - Minimum of 4 to 8 hours a day once a week
  - Minimum of 6 months commitment
2. Short Term
  - Available to Bunbury visitors
  - Minimum of 4 hours a day for 5 days a week
  - Minimum of 6 weeks commitment

### REQUIREMENTS

Volunteers are required to:

- Sign a Statement of Agreement and abide by the conditions within that Agreement
- Attend initial training sessions (3 days) and meetings (daily and monthly)
- Complete daily Timesheets and weekly Rosters of Duties
- Supply black shorts. A red shirt will be provided on payment of \$25 after training

### DUTIES

- Act as visitor guides to DDC, to educate the public on dolphins and the environment
- Assist in the Interaction Zone when dolphins visit the beach
- Assist in research and recording data
- General maintenance, cleaning and assist wherever requested

*It is worth remembering that 80% of the volunteer's work involves talking to the public on the beach or in the Centre, plus other duties. Only a small amount of time is actually involved 'in-water' with the dolphins.*

### LOGISTICS

The Dolphin Discovery Centre does NOT provide or cover the costs for:

- Transport to Bunbury, Western Australia
- Transport or Accommodation whilst in Bunbury
- Food provisions