



Volunteer Form

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 & monitoring 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 the 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 per week to the centre. They are required to spend a minimum of one 5 hour shift per week / 20 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 25 hours per week for 6 weeks. As a short term volunteer, the position involves working 5 days a week, 5 hours per day, including 1 x weekend shift and 1 afternoon 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 per 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.

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

Long Term

- Available to Bunbury and general area residents
- Minimum of 5 hrs per week
- Minimum of 6 months commitment

Short Term

- Available to Bunbury visitors
- Minimum of 5 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 volunteer 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

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.
- Tour guiding through the Interpretive Centre for the general public, tour groups and school students
- Assisting with the DDC Dolphin monitoring Bunbury and recording observations of dolphin visits to the Interaction Zone.
- Inputting the research data into databases for analysis.
- Assisting with the care and maintenance of our Aquariums.
- General maintenance and cleaning.
- 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 Volunteer 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 on the 1st Tuesday of each month and occasional social events.

- The main requirements to becoming a volunteer are to be confident in speaking to the public, 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. 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 dolphins. Volunteers make excellent tour guides!

NOTE: Application form is on page 5

VOLUNTEER APPLICATION FORM

Personal Details

Name	
E-mail	
Address - if known in Australia	
Phone	
Date of Birth	
Emergency Contact Number	

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 – Short Term Only	Begin Date	
	End Date	

Long Term Local Volunteers Only Please tick your preferred days and times of availability.	Please note - 4 hours are the required minimum per shift							
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	AM							
	PM							
Please indicate if you have experience in any of the following areas: education, fund raising, field observation, tour guide, boat handling, research, photography, journalism	(please elaborate)							
Are you interested in assisting with the areas above								
Do you speak a 2nd language, if so, please state language								

Please attach any Certificates you have attained for the following:

First Aid Certification

CPR Certification

Oxygen Certification

Any other relevant qualifications (please state below)

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: local volunteers only - It is important that you attend an interview before becoming a volunteer. Please contact the Centre to arrange a time for interview.

Applications for Short Term Volunteers will be assessed via email.

Signature of applicant: _____ Date: _____

Volunteers please note

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 charged with an offence which has a maximum penalty of more than 12 months.	
Would you be willing to undergo a Police Clearance if required	

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: _____