

KOALA HOSPITAL

The Koala Preservation Society Australian Inc
PO Box 236 Port Macquarie NSW 2444 Australia
Roto House Historic Site, Lord Street, Port Macquarie
www.koalahospital.org.au Tel: 02 6584 1522

VOLUNTEER APPLICATION

Please complete this application form and either hand it in at the Koala Hospital or post it to the above address. You will be contacted by the Koala Hospital for an initial phone interview.

Volunteering at the Koala Hospital will require you to be a financial member (\$20 annually). Junior volunteers from 14 years of age must be placed by their school as Work Experience Volunteers.

International Volunteers should apply through our website: www.koalahospital.org.au

First Name	Middle Name(s)	Surname

Full Residential Address

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Home Phone Number	Mobile Number	Email Address	Date of Birth

Education

Formal Qualifications: (eg Diploma, Degree, Trade Certificates etc)	
Other Specialised Training or Skills achieved in previous roles	
Computer Skills (eg Word, Exel etc)	

Work History / Previous Volunteer Experience (list most recent positions)

Organisation	From	To	Job

Koala Hospital Volunteer Role(s)

Please see the attached job descriptions and then indicate below which position(s) you are applying for and your preferred days.

Souvenir Kiosk	Morning Shift (8am to 12.30pm)							Afternoon Shift (12.15pm to 4.30pm)						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Koala Care	Morning Shift (8am to 11am)							Afternoon Shift (2.15pm to 4.30pm)						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Education	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Habitat	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Administration		Maintenance		Telephone After Hours	
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Are you required to volunteer?	Yes / No
If Yes, please provide details	
Do you have any health issues or allergies? If yes, can you please provide details.	

References

Please list two people other than relatives who would be willing to provide a personal reference

Referee 1 -Contact Name	
Contact Phone Number	
Referee 2 - Contact Name	
Contact Phone Number	

Emergency Contact Details

Name	Relationship	Contact number

Declaration

Please read each statement below and tick each checkbox to acknowledge your acceptance of each point

I have read and understood the attached Koala Hospital Code of Conduct and agree to abide by them.	
I declare that the information contained in this application is true and correct.	
I understand that I may be required to participate in an interview and selection process as well as a reference and background check	

Signed:..... Date:

ABOUT THE KOALA HOSPITAL

The Koala Hospital was established in 1973. Except for the Clinical team and leaf collectors the Koala Hospital is staffed by volunteers and managed by the Koala Preservation Society Australia, a charitable organisation.

The Koala Hospital consists of a treatment room, 8 intensive care Units, 6 outdoor intensive care units and 33 rehabilitation yards, many of which have trees for koalas to learn to climb as part of their rehabilitation.

It is not only a Hospital to treat sick and injured koalas but it is also involved in research with University Sydney, University Technology Queensland and the Australian Museum into koala diseases.

Between 200 and 250 koalas are admitted through the Hospital annually.

Apart from Chlamydia, motor vehicle accidents and dog attacks are the most common cause of injuries sustained, predominantly during the breeding season.

VOLUNTEER POSITIONS AVAILABLE AT THE KOALA HOSPITAL

Please note that when we have a waiting list of volunteers for your chosen area, you could work in one of the other sections of the Koala Hospital until an opportunity arises. Many current volunteers do work in a variety of roles where they can utilise their skills as well as gaining an overall understanding of the work that the Koala hospital does and how it operates.

Koala Care (Yard Work)

AM SHIFT: cleaning the individual yards; carrying, cutting and recycling leaf; feeding formula to koalas; taking in dry towels from the line; clearing the public walkways.

PM SHIFT: Refreshing the leaf in individual yards; feeding formula to koalas; putting washing on an taking dry towels from the line; sweeping and mopping floors; helping the kiosk team to take in the pamphlets, postcard and clothing displays at the end of the shift.

Souvenir Kiosk (one or more shifts per week is required)

Displaying merchandise; engaging with visitors to encourage sales; taking money for sales and balancing the float and taking at the end of the shift; keeping the kiosk tidy and well stocked; answering the phone and taking details of potential rescues and sightings; providing information and answering visitor queries.

Education

Acting as tour guide for the daily 3pm walk and talk and other booked tours on occasions.

Maintenance

Repairs and maintenance as required to the Koala Hospital buildings, yards and fences. This is usually done on Wednesday mornings but other mornings may be considered.

Administration

Computer data input, secretarial, grant submissions and adoption packages.

Telephone After Hours

Having the 24 hour advertised rescue telephone number diverted to your home after hours to receive rescue calls. You would then contact the rostered rescuers to relay the relevant information for them to attend the rescue.

CODE OF CONDUCT

Organisational Values:

The Constitution and Policies of the Koala Preservation Society Australia Inc., contain many principles which guide and shape our organisation.

These are:

- Commitment to the objectives of the Association
- Professionalism at all times and high personal standards
- Loyalty to the Association, its employees and fellow members

Personal Behaviour:

It is expected that members will:

- Act ethically, with honesty and integrity, in the best interests of the Association at all times
- Treat colleagues with respect, courtesy, honesty and fairness and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Contribute to a harmonious and safe environment through workplace relationships
- Be supportive of the Committee
- Be enthusiastic when deal with the public

Any person or organisation on any matter must o use official correspondence unless approved by the Committee.

Any person or organisation on any matter must not use correspondence appearing to be official KPS matters.

Non-compliance will be subject to disciplinary action and may lead to termination of membership and/or employment.