



**childhood** cancer

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helping families just like yours

**Volunteer Application Pack**

## ABOUT THE CHILDHOOD CANCER ASSOCIATION

The Childhood Cancer Association (CCA) is South Australia's key childhood cancer support organisation, dedicated to providing emotional, practical and financial support to children with cancer and their families.

This support is delivered by the Family Service Team offering up to 30 services including: professional counselling, accommodation to country families, respite accommodation, family support services and programs (e.g. sibling support group), financial assistance, educational assistance and bereavement services.

The Childhood Cancer Association receives no ongoing government funding and therefore relies heavily on the generous support of the community, to enable it to continue to provide vital services and support to families. The Events and Fundraising Team are therefore always searching for more volunteers to join their team and assist us in providing these much needed services to families.

For further information about the Childhood Cancer Association please visit our website:

[www.childhoodcancer.asn.au](http://www.childhoodcancer.asn.au)

## VOLUNTEERING WITH THE CHILDHOOD CANCER ASSOCIATION

Volunteering within a not-for-profit organisation, such as the Childhood Cancer Association, can be a very rewarding experience. Even if you are not directly working with families whilst volunteering with the organisation, you can be assured that your assistance will be either directly or indirectly supporting families who are being supported by the Association.

If you are interested in volunteering with the Childhood Cancer Association please read the available opportunities and complete the attached application form.

Please return the completed application form and a copy of your resume to:

Childhood Cancer Assoc. Inc.,  
PO Box 1094  
NORTH ADELAIDE SA 5006

OR

[info@childhoodcancer.asn.au](mailto:info@childhoodcancer.asn.au)

## VOLUNTEER OPPORTUNITIES AVAILABLE WITH THE CHILDHOOD CANCER ASSOCIATION

### EVENTS & FUNDRAISING TEAM

The Childhood Cancer Association is involved in many events and fundraising activities throughout the year and subsequently we require volunteers to assist in various aspects of the event.

This includes:

- Administration assistance for a range of fundraising activities throughout the year
- Support for a variety of events such as City-Bay, Gala Dinners, School Assemblies, Community Fundraisers.

### THE FAMILY SERVICE TEAM

#### Group Leaders

**(must have weekday availability during school holidays)**

The Childhood Cancer Association runs a school holiday program designed specifically for children aged 5 and 12 years, who have a brother or sister with cancer. Super Important Brothers & Sisters (SIBS) offers siblings access to ongoing support whilst encouraging peer support and friendships between children in the group. This program is run over one weekday each school holidays and combines a fun component with a therapeutic approach (for more information please refer to our website). For this role we are looking for fun, enthusiastic, mature minded individuals who are interested in working with children in both a fun and therapeutic manner.

Desirable characteristics: People who are fun and energetic; creative; have an interest in working with children; mature minded; have the ability to identify needs; display care and empathy with a clear understanding of confidentiality and professional boundaries; possess the ability to take direction, communicate effectively and work collaboratively as part of a small team.

#### Other

We are able to consider offering families other forms of services (e.g. child entertainment, beauty therapy) if you feel you have a specialist area of interest/skills that you believe families would benefit from. However this would be considered very carefully depending on what the need is thought to be at that point in time and where the particular area of assistance offered may fit into our current service provision.

## ELLIOT – CCA MASCOT

Elliot is a much loved friend to everyone and therefore attends many fundraising events (e.g. City-Bay) as well as Family Service (e.g. support groups) events. We therefore require outgoing people who would be willing to assist in dressing up in the costume at these events.

All that is required is to have fun e.g. wave, dance, have photos with children – no talking is required.

## IMPORTANT REQUIREMENTS FOR ALL VOLUNTEERS

- All volunteers are to be 18 years or over.
- All volunteers are required to undergo/have an appropriate screening check (e.g. Working with Children check) completed before they are able to undertake a volunteer role within the Childhood Cancer Association.
- As the Childhood Cancer Association is a health setting it is now mandated that anyone who conducts work for the Association, including volunteers, are vaccinated against COVID-19 with a TGA approved vaccine, with the **first dose being completed by 8 November 2021**, and the second dose being completed within the interval recommended by ATAGI. The only exception to this is if you have a medical exemption and have a certified medical certificate.
- All volunteers are required to sign and adhere to a confidentiality agreement.
- All volunteers are required to understand and adhere to our Child Safe Environments Policy and Code of Conduct.
- Volunteers who wish to work directly with the children and their families will be required to undertake Child Safe Environments training through a certified training agency. This will be at the expense of the volunteer.
- All Family Service Volunteers will be expected to attend in-house training/meetings, which usually occur within business hours.

## GENERAL INFORMATION

- Prior to being accepted as a volunteer, applicants will be interviewed, to determine suitability and a referee check will be undertaken.
- It may not always be possible to place you in the area of volunteer work that you are interested in due to limited work available in that area or it may be deemed that you do not have the appropriate experience for that area.
- Volunteer work may be sporadic. We cannot always guarantee that there will be tasks available for successful volunteers to undertake. Therefore we may place you on a waiting list and call upon you when needed.
- All volunteers, including Family Service Volunteers, will receive email notifications regarding available event/fundraising volunteer opportunities.
- Please be aware that we are a smoke free environment.



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1st Floor, 55 King William Road  
North Adelaide SA 5006  
Telephone: 8239 1444  
Email: [info@childhoodcancer.asn.au](mailto:info@childhoodcancer.asn.au)

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## VOLUNTEER APPLICATION FORM

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*The information that you supply will be held in strictest confidence.*

### PERSONAL DETAILS

NAME: \_\_\_\_\_

(Please include your preferred title for addressing mail, i.e. Mr., Mrs., Miss., Ms., other)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Mob) \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

### EMERGENCY PERSON CONTACT DETAILS

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: (H) \_\_\_\_\_ (Mob) \_\_\_\_\_

YES

NO

Do you speak any other languages (other than English)

*If yes, please give details:*

Have you had any close association with childhood cancer?

*If yes, please describe:*

Do you suffer from any medical conditions that may impact upon your ability to volunteer?

*If yes, please give details:*

Do you have a current driver's licence?

Do you have your own transport?

Are you currently employed?

How much time would you like to commit to volunteering with the Childhood Cancer Association?

Please indicate your general availability.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

If you have had any previous volunteering experience can you please describe what this entailed?

What specific skills and/or interests do you have?

Why did you choose to enquire about volunteering with the Childhood Cancer Association?

Please number each type of volunteering opportunity in order of preference, where 1 = most interested and 4 = least interested:

Administration	<input type="checkbox"/>	Events & Fundraising	<input type="checkbox"/>
Elliot (Mascot)	<input type="checkbox"/>	Group Leaders (must have weekday availability during school holidays)	<input type="checkbox"/>

Other (please specify).....

### REFEREES

Please supply the names of two referees (including one professional referee):

Referee One

Referee Two

Name:

Name:

Email:

Email:

Phone:

Phone:

Relationship to Applicant:

Relationship to Applicant:

### STATEMENT

- I understand that I will be required to undergo a confidential Working with Children Check (or other appropriate screening check) prior to commencing volunteer work with the Childhood Cancer Association.
- I understand that I must meet the COVID-19 vaccination requirements and I am able to show my vaccination certificate or medical exemption upon request.
- I also understand and agree to participate in in-house and external training (some of which may be at my own cost)

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_