



Government of **Western Australia**
Department of **Sport and Recreation**

Application Package – 2011

Sport & Recreation Career Pathways Program

Volunteers Package





Sport and Recreation Career Pathways Program

Application Package: Volunteers

The program

The Sport & Recreation Career Pathways Program Volunteers Package aims to increase the skill level of volunteers in the sport and recreation workforce.

The program will provide selected participants with the following:

- Attendance at a specialised industry networking event with representatives from sport and recreation organisations.
- Professional development workshops on varying topics.
- Assistance to complete official accreditations in their area.
- Attendance at an industry conference.
- An official certificate of recognition.

The following will be required of participants throughout the program's duration:

- Attendance at all organised events and workshops.
- Complete a short report and presentation.
- Completion of all evaluation surveys.

Please be prepared to attend sessions throughout the months of July 2011 to December 2011, as a part of the program.

Who can apply?

Volunteers in Western Australia, who have volunteered in the sport and recreation industry for a minimum of 12 months in a management or governance role, have a good understanding of their sporting or recreation organisation and have the desire to develop their skills further to enhance their organisation.

Applicants will require written support from their organisation to be eligible for the program.

Please be aware that all program events will be held in Perth. Regional applications will be accepted however please note that travel expenses to and from Perth for program events are the responsibility of the applicant.





Assessment of applications

Applications will be assessed by a panel of representatives from the Department of Sport and Recreation and key sport and recreation industry bodies. Applicants may be required to attend an interview.

Notification

All applicants will be notified of the result of their application in **June 2011**.

Applications

Please ensure you have read this entire document carefully before completing your application. In order for your application to be considered, the Department of Sport and Recreation must receive your application form no later than **4pm on Friday 27 May 2011**.

Please send your completed application to:

Department of Sport and Recreation
Attention: Sarah Campbell
PO Box 329, LEEDERVILLE WA 6903
sarah.campbell@dsr.wa.gov.au

We regret that DSR cannot be responsible for incomplete or late applications. Incomplete applications or those received later than 4pm on 27 May 2011 will not be considered.





Volunteers Package

Please complete all sections of this application

| Personal details | | | |
|------------------|----------------------|---------------|-----|
| Salutation | Mr / Miss / Ms / Mrs | | |
| First name | | Last name | |
| Address | | | |
| Mobile phone | | Daytime phone | () |
| Email | | | |
| Date of birth | | | |

| Current volunteer details | |
|--|--|
| Organisation | |
| Job title | |
| Brief description of duties | |
| Commencement date of this position | |
| Commencement date of career in sport and recreation industry | |

Volunteer history (professional and/or community and/or sport)

Please attach a brief resume of no more than one page outlining your volunteer history in the sport and recreation industry. Please include dates, organisations, positions held and experience gained.



Please provide answers to the following questions. Each response must be typed (½ page maximum) and attached to your application.

1. Please outline your personal goals or aspirations as a volunteer and indicate how the Sport & Recreation Career Pathways Program will assist you in achieving these (typed, ½ page maximum).
2. Please outline how the Program will assist you to enhance and improve your sporting or recreation organisation (typed, ½ page maximum).
3. Please provide an example of where you have utilised teamwork skills to achieve an outcome within your work, personal or sporting/recreation life and outline what other skills you developed in achieving this outcome (typed, ½ page maximum).
4. Please outline what you believe are the essential skills required to be an effective volunteer (typed, ½ page maximum)?





| How Did You Hear About This Program? | |
|--------------------------------------|--------------------------|
| Search Engine | <input type="checkbox"/> |
| DSR Website | <input type="checkbox"/> |
| Flyer (Where did you see it?) | <input type="checkbox"/> |
| E-newsletter (Which one?) | <input type="checkbox"/> |
| Friend | <input type="checkbox"/> |
| Colleague | <input type="checkbox"/> |
| Lecturer/Unit controller | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> |

Applicant's signature

I hereby apply as a candidate for the Pathways Volunteer Package.

If chosen to participate, I agree to the instructions outlined within this document. I acknowledge that all the information contained herein is accurate and true to the best of my knowledge.

Signature _____ Date _____

Office bearer signature (cannot be applicant)

I give support for _____ to attend all events involved with the 2011 Sport & Recreation Pathways Program.

Signature _____ Date _____

Position _____





| Application checklist: Please ensure you have completed all of the following before submitting this application | |
|--|--------------------------|
| Personal details | <input type="checkbox"/> |
| Current employment details | <input type="checkbox"/> |
| Previous education/qualification details | <input type="checkbox"/> |
| Applicant signature | <input type="checkbox"/> |
| Written support from organisation | <input type="checkbox"/> |
| Attachment 1: Brief resume, employment and volunteer history | <input type="checkbox"/> |
| Attachment 2: Short answers (2 out of 2) | <input type="checkbox"/> |
| Attachment 3: Long answer (1 out of 4) | <input type="checkbox"/> |
| How did you hear about this program checklist | <input type="checkbox"/> |

Please direct any queries to Sarah Campbell on:
(08) 9492 9840 or sarah.campbell@dsr.wa.gov.au

