###### Volunteer task description

This template is:

* used by the Volunteer Coordinator and their team **during readiness**
* intended to be amended to reflect actual roles or tasks that need appointing/assigning
* intended to have yellow highlights deleted.
* The example provided is for guidance only, and may be deleted and replaced.

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| Task description | | |
| **Task** | Sandbagging | |
| **Purpose** | To assist the community through the creation and maintenance of flood defence. | |
| **Report to** | Joan Watson (Volunteer Supervisor), ph. 021 072 2435 | |
| **Functional Relationships** | Supervisor, other volunteers in team, community members and property owners, other Civil Defence Emergency Management officials, technical experts advising the team. | |
| **Skills required** | A reasonable level of physical fitness. | |
| **Activities agreed to** | * fill sandbags * hold open bags whilst others fill * load sandbags onto pallets / vehicles / wheelbarrows * transport sandbags * place sandbags * compact sandbags * dig trenches * lay polythene | |
| **Equipment provided and worn by volunteer** | * heavy shoes * warm and weather-proof clothing | |
| **Equipment provided by CDEM and used by volunteer** | * shovels * gloves * goggles | |
| **Managing hazards** | * use correct lifting technique, as demonstrated by Supervisor. * be aware of dangers of working near moving and possibly contaminated water * practise good personal hygiene; wash hands before eating * avoid dehydration and exhaustion; drink water and have regular rest breaks | |
| Agreement | | |
| *I hereby accept these tasks and responsibilities for such time as I may be rostered while the response is operating.*  *I realise the importance of not disclosing any personal details relating to people that I may assist, and undertake not to pass on personal information to any other person(s) other than those required to have it to perform their role in the response.*  *I acknowledge that I will work under the direction of Civil Defence Emergency Management staff at all times.* | | |
| **Volunteer signature** | | G. Addams |
| **Date** | | 22 August 2012 |