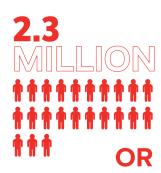
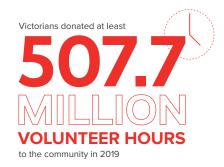
Welcome to your **VOLUNTEERING GUIDE**

Definition: volunteering is time given for the common good and without financial gain







WHO CAN VOLUNTEER

Volunteers don't all look alike even though there can be stereotypes about the type of people who volunteer.





of organisations engage volunteers with a disability



of organisations engage migrants/ culturally and linguistically diverse people



13.6% of organisations engage volunteers

under 18s



of organisations engage volunteers from an Aboriginal and Torres Straight Islander background

FINDING YOUR VOLUNTEER MATCH



what you want to do – roles can be skilled or general; in person or virtual; a regular commitment or a one-off opportunity



much time have you got time to spare? Are you looking for a skilled role that uses your personal or professional skills?



for opportunities – try govolunteer.com.au, ask people you know – or seek out a Volunteer Support Service near you.



for your volunteer role! The application process might include a written application, providing referees or attending an interview. You may also be asked to complete a police check or working with children check, depending on the role.



Volunteering Victoria is the state peak body for volunteering in Victoria.

DOES VOLUNTEERING FIT YOUR LIFESTYLE?

People volunteer at different stages throughout their lives. The 2020 State of Volunteering report revealed that:

of organisations engage

work less than full time

people who don't work or



of organisations engage

parents of program participants

of organisations engage



31.2%

of organisations engage families with children

_ _ _ _ _ _ _ _ _ _ _ _

of organisations engage

Centrelink Clients and

people on Jobactive



skilled professionals

VOLUNTEERING - ITS GOOD FOR YOU

96% of volunteers say it makes them happier



VOLUNTEER RIGHTS AND RESPONSIBILITIES

Volunteers' RIGHTS

- Orientation at your host organisation
- Recognition as a valued team member
- Clarification of your role (through your position description)
- Agreement about hours and conditions (through your volunteer agreement)
- Access to training to perform duties to the standard required
- Information and consultation on matters directly or indirectly affecting you and your duties
- Support and supervision in your role
- Adequate insurance cover and a healthy, safe work environment
- Awareness of the organisation's grievance procedure
- Reimbursement for out-of-pocket expenses
- Freedom of choice (including refusing positions that may be filled by paid staff rather than volunteers)
- Holiday breaks
- Access relevant information about your host organisation, such as volunteer policies.

Volunteers' RESPONSIBILITIES

- Commit to your volunteer position
- Be punctual and reliable
- Notify in advance any changes to your availability
- Accept responsibility for your actions and behaviour
- Notify your host organisation of any potential hazards or dangerous situations
- Abide by your host organisation's volunteer policies
- Deal with complaints in the appropriate manner
- Respect the rights and privacy of others
- Carry out the duties listed in your volunteer position description, including training
- Support other team members and ask for support when needed
- Give advance notice before leaving your host organisation
- Do your best!



