

Welcome to your volunteering guide

DEFINITION: Volunteering is time willingly given for the common good and without financial gain.

WHERE TO START?

Sometimes people 'fall into' volunteering, but most of the time people make a **conscious decision** to volunteer and then face the **challenge** of how to start.

DECIDE

Decide what you want to contribute to your community

APPLY

Apply for your chosen positions using the correct channels

THINK

Think about how you can contribute. Can volunteering help?

LOOK



volunteeringvictoria.org.au

volunteer.com.au

govolunteer.com.au

VOLUNTEERING... IT'S GOOD FOR YOU.

96% of volunteers say that it makes them happier



BUILDS PERSONAL RESILIENCE



INCREASES SOCIAL INCLUSION



GROWS SENSE OF PURPOSE



PATHWAY TO EMPLOYMENT



REDUCES SOCIAL DISADVANTAGE



BUILDS COMMUNITIES



LOWERS STRESS



REDUCES ISOLATION & LONELINESS



BOOSTS SKILLS



GROWS NETWORKS & FRIENDSHIPS



INCREASES HEALTH & WELLBEING



WIN/WIN RIGHT?!

BENEFITS



Share your **knowledge** with others.



Gain personal **fulfilment**.



Increase your **confidence**.



Maintain and develop **skills**.



Make a difference in your **community**.



Have **fun**.

VOLUNTEERING

THINGS YOU SHOULD KNOW

“Organisations have a duty of care to **protect volunteers** from harm”

Unlike paid staff, volunteers are not covered by industrial awards.

VOLUNTEERS' RIGHTS

- Access to relevant information
- Meaningful votes
- Clear position descriptions
- Recognition as a valued team member
- Appropriate training
- Consultation on things that affect them and their role
- Leadership and management
- Reasonable workload
- Induction and orientation

- Support and supervision
- Insurance cover and protection
- Volunteer agreements
- Reimbursement of **agreed** expenses
- Right to privacy
- A safe workplace
- To be respected
- Clear grievance and complaint process
- Opportunity to provide feedback

VOLUNTEERS' RESPONSIBILITIES

- Be punctual and reliable
- Notify organisation of changes to availability
- Abide by all policies and procedures
- Deal with complaints appropriately
- Meet their volunteering commitments
- Maintain confidentiality
- Undertake training
- Work safely

- Respect the rights and privacy of others
- Adhere to the volunteer position description
- Support others and ask for support if needed
- Give notice before leaving
- Undergo relevant checks eg working with children check
- Act accordingly to the organisation's values
- Do your best!

ABOUT VOLUNTEERING VICTORIA

Volunteering Victoria is the state peak body for volunteering. Our vision is for resilient communities and empowered and active citizens through volunteering

We help volunteers to find suitable positions. We also provide information and advice on volunteering issues.



We are a member-based, not-for-profit, non-government charity.

WE PROVIDE

TRAINING

ADVOCACY

MENTORING

RESOURCES

POLICY DEVELOPMENT

CORPORATE VOLUNTEERING

NETWORK SUPPORT

REPRESENTATION

ADVICE

CONSULTING

RESEARCH

VOLUNTEER SUPPORT SERVICES

Volunteering Victoria offers an information & referral service for volunteers. We are one of many Volunteer Support Organisations (VSOs) across the state. VSOs provide:



INFORMATION
about available volunteer roles



DISCUSSION
on your background, experiences, interest and commitment



ADVICE
on where to start



TRAINING



FIND YOUR LOCAL VSO
Visit the Volunteering Victoria website to find your local VSO



REFERRALS