


Welcome to your **VOLUNTEERING GUIDE**

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

2.3
MILLION




OR



42.1%
of Victorians over 15 years of
age who volunteer

Victorians donated at least



507.7
MILLION
VOLUNTEER HOURS
to the community in 2019

WHO CAN VOLUNTEER

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

65+

78.9%
of organisations
engage volunteers
over 65



31.5%
of organisations
engage
volunteers with a
disability



30.2%
of organisations
engage migrants/
culturally and
linguistically diverse
people



13.6%
of organisations
engage volunteers
under 18s



9.1%
of organisations
engage volunteers
from an Aboriginal and
Torres Strait Islander
background

FINDING YOUR VOLUNTEER MATCH



DECIDE

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



THINK

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



SEARCH

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



APPLY

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.

DOES VOLUNTEERING FIT YOUR LIFESTYLE?

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

74.4%

of organisations engage people who don't work or work less than full time

12.0%

of organisations engage parents of program participants

31.2%

of organisations engage Centrelink Clients and people on Jobactive

42.9%

of organisations engage people who work full time

4.9%

of organisations engage people who are travelling

48.4%

of organisations engage skilled professionals

23.4%

of organisations engage families with children



VOLUNTEERING - ITS GOOD FOR YOU

96% of volunteers say 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?!

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!