

simplifying **Volunteerism**



As easy as 1, 2, 3

1. Register on line

Visit

www.volunteeringredlands.org.au

2. Complete your profile

Tell us your interests, qualifications and experience

3. Check out the available volunteer positions

When you have found a position that you feel will suit you, contact our team at Volunteering Redlands to assist you to apply

INFORMATION ABOUT VOLUNTEERING REDLANDS

Volunteering Redlands is an arm of STAR Community Transport – a community based organisation operating in the Redland City.

How does it work?

Volunteers register through the website, their interest including a profile with qualifications, compliance requirements etc. This will be a very simple process and for those that do not have computers this process will be done for them simply by contacting our team at Volunteering Redlands. Every volunteer will go through an orientation / training period prior to offering their services.

The website will list positions available for community organisations, those organisations range from sporting clubs to events, school, home care etc. the opportunities are endless. If a volunteer is interested in any positions listed they will be managed through VR interview process.

Volunteering Redlands provide a wide range of services to organisations, including Supporting Volunteer Management, Education and Training, Referrals, Recruitment, Events & Transport Services

Our purpose is to strengthen the Redlands community through support and promotion of sustainable and equitable volunteering. We connect with the community by achieving excellence in volunteering for the mutual benefit of individuals and our wider community.

Volunteering Redlands, auspiced by STAR Community Transport, is driven by a management committee which links with major stakeholders – Our Community



Volunteering is an activity which takes place through not-for-profit organisations or projects and is undertaken:

- To be of benefit to the community and the volunteer
- Of the volunteer's own free will and without coercion
- For no financial payment
- In designated volunteer positions only

PRINCIPLES OF VOLUNTEERING

- Volunteering benefits both the community and the volunteer
- Volunteering work is unpaid
- Volunteering is always a matter of choice
- Volunteering is not compulsorily undertaken to receive pensions or government allowances
- Volunteering is a legitimate way in which individuals can participate in the activities of a community
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering is an activity performed in the not-for-profit sector only
- Volunteering is not a substitute for paid work
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- Volunteering respects the rights, dignity and culture of others
- Volunteering promotes human rights and dignity

Many volunteers may be unaware that their activities are considered to be volunteering. For instance, a family member who provides care to an elderly person, may not consider themselves volunteers. Volunteering itself can mean different things to different people.

Volunteer and Organisation

Service Agreement

THIS AGREEMENT is made on the / /
BETWEEN: Volunteering Redlands
AND:
 (volunteer)

We, Volunteering Redlands, agree to accept the services of _____

Beginning / / (date), and we commit to the following:

- Interview and engage volunteer staff in accordance with anti-discrimination and equal opportunity legislation
- Provide volunteer staff with orientation and training
- Define volunteer roles and develop clear job descriptions
- Provide appropriate levels of support and management for volunteer staff
- Provide all staff with information on grievance and disciplinary policies and procedures
- Acknowledge the rights of volunteer staff
- Ensure that the work of volunteer staff complements but does not undermine the work of paid staff
- Offer volunteer staff the opportunity for professional development
- Treat volunteer staff as valuable team members
- Acknowledge the contribution of volunteer staff
- Ensure that all volunteer is undertaken on a voluntary basis and without coercion
- Offer volunteers work opportunities appropriate to their skills, experience and aspirations
- Maintain written policies and implement procedures to ensure the safety and well-being of volunteers, including appropriate current volunteer insurance.
- Maintain policies in compliance of all legislation pertaining to volunteer staff. This includes the Workplace Health and Safety; Anti-Discrimination; Privacy.

AIM

Volunteering Redlands is a branch of STAR Community Transport, a community based organisation that operates in the Redland City. At Volunteering Redlands we represent the interests of volunteers and community groups that utilise the services of volunteers.

Volunteering Redlands is funded by Star Community Transport and grant applications sourced. We operate as a community based non – profit organisation managed mostly by volunteers.

FOCUS

At Volunteering Redlands our focus is to:

- Assist individuals to contribute or participate in community activities and events through volunteering
- Achieve excellence in volunteering through a professional volunteering management program
- Supporting partnerships with local government, community groups and corporate institutions, on related issues with volunteering
- Offer a wide range of services to community groups including supporting volunteer management, education and training, referrals, recruitment, events and transport services

Volunteering Services; Training and Education:

Contact: Deborah Tearle, *Volunteer Services Coordinator*, info@volunteeringredlands.org.au



07 3086 0000

There are a wide range of interpretations, according to the United Nations, which defines volunteering as an activity that:

- Is not to be undertaken primarily for financial gain and
- Is undertaken of one's own free will

VOLUNTEER CODE OF PRACTICE

As a volunteer, you need to

- Be reliable
- Respect confidentiality
- Carry out the specified tasks defined in the job description
- Be accountable
- Be committed to the not for profit organisation you volunteer with
- Undertake training as requested
- Ask for support when you need it
- Give notice before you leave the volunteer organisation
- Value and support other team members, paid and volunteer
- Carry out the work you have agreed to do responsibly and ethically
- Notify the volunteer organisation as soon as possible of absences

Code of Conduct

Be Considerate	Remember you are working with others in a team
Be Respectful	Treat one another and members of the community with respect. We may not always agree, but disagreement is not an excuse for poor behaviour or poor manners.
Be Collaborative	When you disagree, consult with others. Disagreement, debate or constructive criticism is often how progress is made. When you are unsure ask for help, nobody knows everything and nobody is expected to be perfect.
Be Available	Check you emails regularly and answer them promptly – even if it's "I'll get back to you"
Follow the Rules	Volunteers are expected to follow the rules of the Not for Profit Organisation they volunteer with.
Confidentiality	Depending on your volunteering role you may be privy to various levels of information. As a volunteer you would be expected to keep this information confidential.

Code of Ethics

As a volunteer registered with Volunteering Redlands I realise that I will be asked to assume certain responsibilities and be accountable for what I do.

My aim will be to preform my duties with warmth and understanding; to be careful to not become too emotionally involved so that this will not affect my judgement; and too accept training to assist me to carry out my duties more competently.

As a member of a team I will employ my talents positively in the interests of contributing to the expertise of other people, thus achieving together more that it would be possible singly.

I realise that my attitude to my work must be professional and that I have a responsibility to my work; to those who direct; to my colleagues; and to those for whom it is done.

I will confer regularly with the co-ordinator and ask for information and/or assistance as required.

Volunteer Application Form

Title: Mr Mrs Miss Ms

Date: _____

Surname: _____

First Name: _____ D.O.B. _____

Address: _____

_____ Post Code: _____

Postal Address: _____

Phone: _____ Mobile: _____

Email: _____

Skills: _____

What areas are you interested in volunteering in?

Family Support

Youth

Drug & Alcohol Services

Arts/Culture/Heritage

Education/Mentoring

Emergency & Disaster

Environment/Conservation

Health

Indigenous

Migrant

Senior & Aged Care

Community Services

Sport/Recreation

Disability Services

Veteran & Ex Services

Other (please state) _____



Strengthening the Redlands Community through support and promotion of sustainable and equitable volunteering