

Volunteer Policy

Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) values the contribution of volunteers. Voluntary work should benefit the community and the volunteer, and should always be a matter of choice for the volunteer.

Definitions

A volunteer is any person who gives their time willingly for the common good and without financial gain. Work done by paid employees of Djerriwarrh outside their job descriptions and in their own time is also included in this definition.

Policy

All volunteers will be treated with respect for their contribution to the work at Djerriwarrh.

All volunteers will, insofar as possible, be:

- provided with a healthy and safe working environment;
- given clear job guidelines and expectations;
- given an orientation and appropriate training;
- supported, supervised and know to whom they are accountable;
- respected by other employees, volunteers and Board members;
- made aware of grievance policy procedures; and
- covered by insurance.

Djerriwarrh expects that volunteers will:

- meet the standards outlined in the Code of Conduct Policy and Child Safety Code of Conduct Policy;
- be reliable and enthusiastic;
- respect confidentiality of the organisation, staff and community users;
- be accountable;
- undertake training as required to successfully perform the tasks allocated;
- ask for support and assistance as required;
- notify your line supervisor if you do not wish to continue as a volunteer;
- value and support other team members; and,
- undergo a Police Check and Working with Children Check.

Volunteers have the right to leave their role, but should give as much notice as possible. Djerriwarrh Management can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

Associated Policies	PO 006 Privacy PO 004 Workplace Health and Safety PO 060 Code of Conduct PO 048 Grievance
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	PO 083 Child Safety Code of Conduct
Associated Procedures	PR048a Grievance PR 005a Volunteer Police and Working with Children Check
Other associated documents Internal	
Relevant Legislation	
Other associated documents External	Volunteering Victoria – Volunteering Management Toolkit Volunteering Australia