

HOW WE CAN HELP YOU

Volunteers of Banyule is an independently managed non-profit community based organisation.

We assist volunteers to find a volunteering role that suits their interests, skills and availability.

If you have any questions about your Rights and Responsibilities as a volunteer, please contact the office and we will be able to assist you.

All requests for information are treated with absolute confidentiality.

HOW TO CONTACT US

We are open for interviews

Monday to Friday - 10.00 a.m. to 2.00 p.m.

Volunteers of Banyule

80 Hawdon Street
Heidelberg 3084
(next to the Balloon shop)

T: (03) 9458 3777

F: (03) 9458 4111

E: office@volunteersofbanyule.org.au

W: www.volunteersofbanyule.org.au

Melways: Map 31, Ref A4

Bus Routes: 291, 513, 546. 551

We would like to acknowledge the support of:

Banyule City Council

Department of Families, Housing,
Community Services and Indigenous Affairs

Nillumbik Shire Council

RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS



RIGHTS AND RESPONSIBILITIES



Rights of Volunteers

Volunteers have the Right to:

- open information about the organisation for which they are volunteering
- be in a safe and healthy working environment
- orientation training appropriate to the volunteering role
- be recognised as a valuable team member
- an agreed understanding of the role they will be undertaking
- be covered by appropriate insurance
- know to whom they are directly accountable
- receive ongoing supervision and feed back
- know under what circumstances any reimbursement may be an entitlement
- say “No” to any request they believe may be inappropriate or dangerous.

Responsibilities of Volunteers

Volunteers have the Responsibility to:

- be reliable in meeting all agreed volunteering obligations
- be punctual and reliable in attendance
- respect the confidentiality of all colleagues and clients
- carry out the volunteering role to the best of their ability
- be committed to the organisation, its values and philosophy
- ask for support when it is needed
- provide reasonable notice to any change in their ability to fulfil the role
- undertake training that is required to fulfil the volunteering role
- be accountable for all their efforts
- value and support other team members
- always behave in an ethical and responsible manner.

What to consider when choosing a volunteering role

Choosing a suitable volunteer role is important to achieve your goals.

Before joining an organisation ask yourself:

- do I have sympathy with the values of the organisation?
- can I meet the commitment that is being asked of me?
- will I be able to fulfill the role asked of me?
- is this the type of role I want?
- do the roster days and hours suit me?
- will this volunteering role contribute to my life goals?