



## A GUIDE TO SETTING UP A VOLUNTEER PROGRAM FOR VOLUNTEER INVOLVING ORGANISATIONS

Volunteering programs encourage and demonstrate your organisation's social responsibility principles and their integration and implementation within your organisation. Volunteers can be terrific champions for organisations, including yours.

A volunteer program can contribute greatly to the communities in which it exists. However, Volunteer Involving Organisations (VIO) need to carefully consider the following matters before proceeding with organising a Volunteer Program:

### 1. Objectives of a Volunteer Program

The VIO needs to identify the objectives that it wishes to achieve from the volunteer program.

- Social issues which may be addressed by providing:
  - educational input (such as computer literacy or reading skills) or
  - therapy input (such as art, music, craft and so on) or
  - assistance or participation (such as gardening, volunteer food programs, visiting hospitals etc.).
- Pinpoint the recipients of the volunteer program. Including deciding on who will be the program's target audience such as individuals, interest group/s or an organisation.
- Examine whether the proposed volunteer program will address a need not being currently met by other organisations or whether it will enhance other programs or the proposed program will be a new and innovative method by which the issues/s are engaged.
- Determine whether the program will be a one-off project or will be a undertaking sustainable over time.

### 2. Resources

Define the resources required for the volunteer program. The resources required will be in terms of:

- Qualified personnel and physical assets. These physical assets may include physical space and necessary equipment to undertake the tasks of the program, including accounting for the monetary costs to the VIO of setting up, maintaining and monitoring a volunteer program.



### **3. Volunteer Role Description**

The VIO must determine the contents of the volunteer role descriptions including the necessary skills required to take part in a particular program and the methodology by which such skills may be identified. The VIO must also establish how many volunteer man hours may be necessary to complete the program and, if it is on-going, how many volunteer man hours will be required to maintain the program.

### **4. Work Health and Safety Requirements**

It is mandatory for the VIO to have policies and procedures in place to ensure that the rights and safety of all volunteers are maintained, to this end, the VIO is obliged to ensure that any volunteer program complies strictly with Work Health and Safety legislation.

Copies of the rights and obligations of volunteers should be provided to all participants in a volunteer program.

### **5. Supervision**

It is critical that the VIO has sufficient qualified personnel to administer and oversee the volunteer program. Adequate and able guidance for any volunteer project is integral for a successful program and productive outcomes.

### **6. Education and Training**

Evaluate the potential program against the requirements of the National Standards for Volunteer Involvement 2015 to ensure that the program meets the applicable standards. The Centre for Volunteering is able to provide appropriate training sessions and workbook guides at the request of the VIO.

### **7. Promotion of roles and program**

Determine the best practices for advertising your volunteer roles and programs including through Volunteer Referral Services providers, posters, newspapers, social media, community centres, members, sponsors and much more.