



## INFORMATION SHEET FOR VOLUNTEER INVOLVING ORGANISATIONS IN RELATION TO THE DISTINCTIONS BETWEEN AN INTERN, A VOLUNTEER AND AN EMPLOYEE

The Centre for Volunteering (The Centre) acknowledges that building relationships between its employees and volunteers requires time, effort, resources, communication skills and active engagement in the volunteering and employment processes.

All Volunteer Involving Organisations (VIOs) are required to have a clear understanding of the different roles individuals may perform within their organisation. The VIOs are required to have this knowledge in order to ensure that the work undertaken by the organisation is properly assigned to the correct individual who is in a role to properly carry out that function.

Accordingly, it is essential to understand the difference between Employees, Volunteers and Interns.

Volunteers are individuals who give their time willingly, for the common good and without financial gain. Volunteering is *always* a choice made by an individual and contributes directly or indirectly to the benefit of the volunteer's community. No binding contractual arrangement exists between the volunteer and the VIO.

Employees are individuals who work part-time or full-time under a contract of employment, whether that contract is oral or written, express or implied. An employee has legally recognised rights in relation to their employment and, they are subject to certain obligations in the workplace such as occupational health and safety. The employer has primary control over how the employee does their job. The Employee's work is a 'productive activity', is measurable and subject to key performance indicators.

Interns are individuals who work for an organisation to gain experience in a particular occupation or industry. Internship arrangements may span several months and can lead to ongoing employment. It is to be noted that an unpaid internship will only be considered lawful where there is no discernable employment relationship between the Intern and the organisation. Internships are designed to provide on the job training under the supervision of an employee for the benefit of the Intern. The Intern is not to replace an employee. Further the Intern's work is not counted to be a 'productive activity', of the organisation.

The Centre for Volunteering has a range of services and resources available for Volunteer Involving Organisations and volunteers. For more information please visit [www.volunteering.com.au](http://www.volunteering.com.au) or contact us on 02 9261 3600.