

volunteer rights and responsibilities

FACT SHEET

Volunteer Rights

Volunteers are not covered by workplace legislation like paid staff. However, volunteers do have rights when volunteering. Some rights are informed by legislation, other rights could be based on the Organisation's obligations or code of conducting business.

The following are the basic rights of a volunteer:

- **Organisation purpose**
Receive accurate information about the organisation and organisational changes to provide understanding of the purpose of the organisation.
- **Induction**
Receive an appropriate induction and orientation to the organisation. Some key areas of your induction could be role description, professional development and training opportunities, expectations around performance and who to approach when an issue arises.
- **Work Health and Safety**
Volunteer in a healthy and safe environment and be adequately covered by personal accident insurance in accordance to current legislative requirements.

- **Inclusive**
Be treated as part of the team!
- **Privacy**
Privacy of your personal information held by the organisation and be asked permission prior to any reference or compliance checks being conducted.
- **Reimbursements**
Reimbursements of expenses, as agreed by the organisation.

Volunteer Responsibilities

While volunteering is a choice to be involved in an activity or role in a voluntary capacity, this commitment still comes with a level of responsibility.

Sometimes people "fall" into volunteering, but most of the time people make a conscious decision to volunteer.

Volunteers are an essential role to community.

The following are basic responsibilities of a person wishing to volunteer:

- Commit to their volunteer position and carry out tasks agreed upon within role description responsibly and ethically

- Undergo compliance checks required by the organisation in order to volunteer
- Undertake training and professional development opportunities as presented
- Be punctual and reliable
- Notify in advance any changes to availability
- Abide by the Organisation's policies and procedures, including Work Health and Safety
- Respect the privacy and rights of others
- Ask for support when needed
- Expect clear and open communication from the volunteer
- Provide feedback to the volunteer on performance

Before you start volunteering you should check that:

- The purpose of the organisation matches your own values and beliefs
- The role is clear and specific
- The organisation carries appropriate volunteer insurance
- Does the organisation offer reimbursement of out-of-pocket expenses incurred while volunteering?
- The organisation is a legitimate volunteer involving organisation

The Organisation

Organisations have a duty of care to protect staff, volunteers and service users from harm.

The rights of the Organisation involving volunteers are to:

- Receive effort and service from a volunteer in accordance to their role description
- Select the best volunteer for the role by interviewing and screening applicants
- Expect volunteers to adhere to their role descriptions and organisational policy and procedures, including Work Health and Safety legislation
- Expect volunteers' feedback in relation to role performance and opportunities, including negotiating work assignments

Ask us how

Contact Volunteering Tasmania to discuss:

- Volunteering
- Engaging a volunteer with your organisation
- Feedback of your experience with this resource

Please email today by phoning 03 6231

5550 or emailing

team@volunteeringtas.org.au