

Rhema Central Coast

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rhema.cc

94.9FM

POLICY NAME	Volunteer Policy			POLICY NO.	14
EFFECTIVE DATE	4/8/2021	DATE OF LAST REVISION	4/8/2021	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE			CONTACT INFORMATION		
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	All Staff	GROUP 2	All Volunteer	GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2		4/8/2021	Standardisation of Layout	Peter Alarcon

APPROVAL AND REVIEW

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ADDITIONAL NOTES

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SCOPE

Describe to what and to whom this policy applies.

POLICY STATEMENT

Describe the policy and the reason for the policy.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

POLICY SECTIONS

Policy intro: DEFINITION AND PRINCIPLES OF VOLUNTEERING

Definition of Volunteering

Volunteering is an activity which is undertaken:

- To be of benefit to the community and the volunteer;
- Of the volunteer's own free will and without coercion;
- For no financial payment.

Principles of Volunteering

- Volunteering benefits the community and the volunteer.
- Volunteer work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is not compulsorily undertaken to receive pensions or government allowances.
- Volunteering is a legitimate way in which citizens of the community can participate in the activities of their Christian community radio station.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is not a substitute for paid work.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others
- Volunteering promotes human rights and equality

CHECKLIST FOR VOLUNTEERS

- The purpose of the organisation matches your own values and beliefs
- The organisation carries volunteer insurance
- Your role is clear and specific
- The organisation can provide you with written information about its purpose and activities
- You are satisfied that the funds of the organisation are expended in accordance with its mission.

VOLUNTEER RIGHTS

Unlike paid staff, volunteer staff are not covered by award conditions or workplace agreements. Volunteers, however, do have rights, some of which are enshrined in legislation and some of which are the moral obligations of an organisation involving volunteers. The following list is the basis of your rights as a volunteer.

As a volunteer you have the right:

- To work in a healthy and safe environment (refer Workplace Health and Safety Act[s]);
- To be interviewed and employed in accordance with equal opportunity and anti- discrimination legislation;
- To be adequately covered by insurance;
- To be given accurate and truthful information about the organisation for which you are working;
- To be reimbursed for out of pocket expenses incurred on behalf of the organisation for which you are working;
- To be given a copy of the organisation's volunteer policy and any other policy that affects your work;
- Not to do the work of paid staff during industrial disputes;
- To have a job description and agreed working hours;
- To have access to a grievance procedure;
- To be provided with orientation to the organisation;
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- To be provided with sufficient training for you to do your volunteer job.

RESPONSIBILITIES AS A VOLUNTEER

As a volunteer your responsibilities are to:

- Treat any information you are exposed to with the utmost of confidentiality. When you are a volunteer, your work may expose you to confidential information. Rhema Central Coast has a policy on confidentiality and it is your right and responsibility to make yourself aware of these policies.
- To be committed to undertake agreed tasks.
- Whilst fully recognising your role as an unpaid volunteer, it is important that you readily accept all reasonable instructions and directions from your immediate Supervisor and/or the General Manager in connection with your duties and as a member of the Rhema Central Coast Team.
- To report any issues of concern to the General Manager or supervisor.
- To respect the rights of your co-workers (paid and unpaid)
- To inform your co-coordinator/Supervisor if you are unable to meet the requirements of the role.
- To provide adequate notice of being unable to assist with pre-arranged tasks.
- To undertake appropriate training to assist you with your voluntary role.

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL