

Recognise... Celebrate ... Participate...

Volunteer Resource Centre Manawatu & Districts



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Guidelines For Deciding If The Position Is Appropriate For A Volunteer

One of the hardest decisions an organisation has is deciding what jobs/positions/roles are appropriate to be carried out by volunteers. Reaching a decision about whether work should be paid or undertaken by volunteers can sometimes be tricky. Outlined are the following factors that Volunteer Resource Centre Manawatu & Districts considers when we list a voluntary position 'on our books'.

Volunteer Resource Centre
Manawatu & Districts



Factors Which Tend To Make The Involvement of Volunteers Inappropriate

1. Where the work is for the benefit of a profit-making organisation, whereby voluntary contributions may result in equity gains, interest or dividends to shareholders, etc.
2. Where the volunteer receives remuneration implying low-waged status rather than voluntary work.
3. Where the work will typically require more than 16 hours per week.
4. Where the work is normally considered to be the responsibility of a statutory service, e.g. nursing care, teaching etc.
5. Where the volunteer would be undertaking work which is the subject of an industrial dispute.
6. Where the volunteer would be performing tasks carried out by paid staff in the past 12 months or where their involvement would reduce the likelihood of employment of paid staff.
7. Where the involvement of volunteers would jeopardise the wages or employment conditions of paid staff.
8. Where there is a disagreement within the client agency about the nature and purpose of volunteer involvement.
9. Where there are insufficient resources to provide proper support, supervision, training and workspace for volunteers.
10. Where there is no money available to pay volunteers out-of-pocket expenses, or provide appropriate insurance cover.
11. Where the work offers no rewards to the volunteer, e.g. work is too demanding, tedious, dirty, and/or unpleasant e.g. utilising volunteers to do the work that paid staff find boring, tedious, demanding, dirty and/or unpleasant.
12. Where the work is intended to create a profit which may represent equity gain to some individual person or persons.
13. Where volunteers themselves do not perceive any value in the work, or any opportunity to achieve personal goals.
14. Where unacceptable risks to health and safety are involved, e.g. physically dangerous work, potentially violent work etc.

**Volunteer Resource Centre
Manawatu & Districts**

REQUEST FOR VOLUNTEERS

Office Use Only:

Loaded by: _____
Date Received _____
Date Loaded _____
Matches Process: _____



To assist us in an appropriate referral, please fill in this form completely OR ask us about completing this online. You may also attached a separate Job Description if you have one.

Agency Name			
Volunteer Job Title			
Job Location		Reports To	
Number of Volunteers Required	Enter number _____ Or "many" _____	Phone	

Administration/General office-type roles

Role Categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Administration (General) | <input type="checkbox"/> Data Collection |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Filing | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Newsletter Collation | <input type="checkbox"/> Reception (General) | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Other _____ | | |

Personal Contact roles

Role Categories:

- | | | |
|--|--|--|
| <input type="checkbox"/> Befriending | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Coaching (Sport) | <input type="checkbox"/> Counselling (with training) | <input type="checkbox"/> Driving (Clients) |
| <input type="checkbox"/> Entertaining | <input type="checkbox"/> Family Support (Other) | <input type="checkbox"/> Family Support (Refugees) |
| <input type="checkbox"/> Financial Counselling | <input type="checkbox"/> First Aider | <input type="checkbox"/> Guiding/Leading Groups |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Reading/Writing | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Visiting (prison/Individuals) | | |
| <input type="checkbox"/> Other _____ | | |

Other General Duty roles

Role Categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Committee member/Trustee | <input type="checkbox"/> Cooking | <input type="checkbox"/> Driving (other) |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gardening | <input type="checkbox"/> Handy person |
| <input type="checkbox"/> History (Recording) | <input type="checkbox"/> History (Research) | <input type="checkbox"/> Information Gathering |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Promotion | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Repairing | <input type="checkbox"/> Research | <input type="checkbox"/> Sales (Opp Shop) |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Tree Planting | |
| <input type="checkbox"/> Other _____ | | |

Activities for Specialised Group Roles - these generally require the volunteers having specific skills, interests and/or training : Role Categories:

- | | | |
|---|--|---|
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Language Instruction | <input type="checkbox"/> Music (Instrument) |
| <input type="checkbox"/> Music (Singing) | <input type="checkbox"/> Sports (refereeing, Coaching etc) | <input type="checkbox"/> Sports (indoor) |
| <input type="checkbox"/> Sports (Outdoor) | <input type="checkbox"/> Visual Arts(Tutoring) | |
| <input type="checkbox"/> Other _____ | | |

With thanks to Volunteering Auckland

JOB DESCRIPTION:

Tasks:

Expected Results:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WHAT KIND OF VOLUNTEER/S DO YOU NEED:

Any specific skills / education required?

Special personality requirements:

Does this position require your agency to check for possible criminal record/convictions of prospective volunteer/s? YES / NO

Can this work be done from home? YES / NO

Premises

Close to public transport YES / NO
 Wheelchair accessible YES / NO
 Disability toilet YES / NO
 Stairs to climb YES / NO

Time Commitment

Hours: (?am/?pm) _____
 Days: (Mon-Fri, Sat/Sun) _____
 Duration of Project: Start ___/___/___
 (or leave blank if ongoing) End ___/___/___
 One Day Event? YES / NO
 If Yes Date _____

SERVICES PROVIDED BY THE ORGANISATION:

What training do you provide? (Please explain. When and where is training? How much time does it take? Is there any cost to the volunteer?)

Reimbursement:

Bus Fares
 Petrol
 Out of Pocket Expenses
 Other: _____

Other:

Parking
 Companionship
 Career/Skill Development
 Community Awareness
 Recognition Events
 Has this position ever been a paid job? YES / NO

Supervision:

On the Job
 Weekly
 Fortnightly
 Monthly

If yes, how long ago:
 _____ year/s _____ month/s

Please return this form to PO Box 12199, Palmerston North 4444

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www.vrcmanawatu.org.nz

Thank you!

With thanks to Volunteering Auckland