

VOLUNTEER RIGHTS & RESPONSIBILITIES



Unlike paid staff, volunteers are not covered by awards or workplace agreements. Volunteers however do have rights, some of which are enshrined in legislation and some of which could be considered the moral obligations of an organisation involving volunteers. The University of Melbourne promotes the following as the basic rights and responsibilities of a volunteer.

As a volunteer you have the right to:

- information about the organisation for which you are volunteering
- a clearly written position/role description
- orientation and training
- volunteer policy and other organisational policies
- know to whom you are accountable
- be recognised as a valued team member
- be supported and supervised in your role
- a healthy and safe working environment
- be covered by insurance
- be reimbursed for out-of-pocket expenses
- be made aware of the grievance procedure within the organisation
- be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to have volunteer confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- say "NO" if you feel you are being exploited

As a volunteer you need to:

- be reliable
- respect confidentiality & privacy
- carry out the specified position description that you have agreed to do
- be accountable for the work that you do
- be committed to the organisation
- be willing to undertake training as requested
- ask for support when needed
- be supportive of others that you volunteer with
- value and support other team members
- carry out the work you have agreed to do responsibly and ethically
- prepared to follow policies and procedures
- give notice before you leave the organisation

* This information has been adapted from information compiled by Volunteering Victoria, 2008.