

Step into Volunteering



Armada Volunteer Services

Who are we?

Armada Volunteer Services is an initiative of the City of Armada supported with funding from the State Government.

Our service provides:

- a free referral service for people wanting to volunteer
- a free support service for community groups wishing to engage volunteers
- a range of activities that promote the many benefits of volunteering



Definition:

Introduced in 2015, Volunteering Australia defines volunteering as:

“...time willingly given for the common good and without financial gain.”



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 can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not for profit sector only.
- 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.

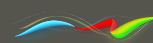
Source: Volunteering Australia

What can I do?

The possibilities are endless
– just let your imagination run wild!

Some ideas to help others include, but are definitely not limited to:

- take a dog for a walk
- cook up a storm
- go shopping or to the movies
- write a grant
- mentor a student
- save a life
- counselling and helplines
- governance, boards and committees
- sport and recreation
- sing a song, play some music
- be a companion, provide social support
- gardening and maintenance
- environment and landcare
- be a clown



Why volunteer?

People volunteer for a variety of reasons.

Some of these may include:

- wanting to give something back to their community
- wishing to help others
- having too much time on their hands
- wanting to feel useful
- feeling lonely or bored
- wanting to learn new skills
- wanting to meet new people
- being new to the community
- wanting to share their skills and/or knowledge





Finding opportunities

So you are ready to look for a role – where do you start?

Online

Take some time to visit either **www.govolunteer.com.au** or **www.seek.com.au**

Over 10,000 volunteer roles are advertised online every month.

Govolunteer App

Download the Govolunteer app and start searching from the many roles available.

The app comes complete with instructions.

Local paper

Many community groups will advertise in the local paper. This may be through Public Notices at the back of the paper or in the editorial section.

Step into Volunteering sessions

Armada Volunteer Services frequently holds information sessions for people wanting to volunteer but not sure how to get started. Armada Volunteer Services advertises these sessions on the City of Armadale website and in local papers.

Specific cause

If you are interested in a specific cause or organisation, you might like to search the web for groups that meet your values in your desired area of volunteering. Many organisations have online portals on their web pages where you can request further information about volunteering for them.

Speak to someone

Armada Volunteer Services is happy to speak to you face to face or over the telephone about your volunteering needs. Please call them today to have an obligation free chat.

Remember to check

It is important to always ask about insurance – Public Liability, Volunteer Personal Accident and Professional Indemnity insurance.

Volunteer rights and responsibilities

Your rights as a volunteer

You have the right:

- to work in a healthy and safe environment
- 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 fill a position previously held by a paid worker
- 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*
- to be provided with sufficient training to do your job.

Before you start, you should check that:

- the organisation is a legitimate volunteer organisation
- the purpose of the organisation matches your own values and beliefs
- the organisation carries Public Liability, Professional Indemnity Insurance and volunteer Personal Accident 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.

So now that we have covered your rights, here are your responsibilities

All volunteers are expected to:

- respect confidentiality and privacy
- be punctual and reliable
- carry out the duties listed in your volunteer position description
- be accountable
- give notice if your availability changes or you are leaving the organisation
- report any injuries or hazards that you notice in the workplace
- adhere to the organisation's policies and procedures
- deal with complaints in the appropriate manner
- undertake training as requested
- ask for support when needed
- support other team members.

Source: <https://govolunteer.com.au/about-volunteering/volunteering-guidelines>

Time commitments:

Volunteering roles can range from short or micro episodes to long term commitments. Before accepting a volunteer role, discuss with the program manager your availability and the commitment they are expecting.

Applying for a position

Diligent, but not daunting! Depending on the organisation you may be asked to:

- complete an application
- participate in an interview
- go through a screening process
- comply with Police checks (if necessary).

Volunteering on a Visa

If you are in Australia on a Visa you will need to check if you are in fact allowed to volunteer. Generally if you are allowed to work in Australia, you have the right to volunteer. To know for sure, double check with the Department of Immigration: telephone 131 881.



Volunteering fun facts

Nationally

The 2016 Census was recently released, with data revealing that Australians are engaged and committed to volunteering activities. The Census revealed that Australia's population is 23.4 million people, and of this:

- 3.6 million people or 19.0% of the population aged 15 years and over are engaged in voluntary work through an organisation or group. This is a 1.2% increase from the 2011 Census results, where 17.8% of people responded they were engaged in voluntary work.
- The rates of volunteering among males are highest aged 45–54 years at 302,612 people.
- The rates of volunteering among women are highest aged 35–44 at 399,889 people.
- Overall, the rates of volunteering are highest in the 45–54 year age group at 679,602 people.

Western Australia

Key findings in 2014:

- Four out of five Western Australians volunteered in 2014, donating a total of 315 million hours.
- There are approximately 5000 organisations involving volunteers across Western Australia.
- For every dollar invested in volunteering, approximately \$4.50 in benefits are returned to the community.

The Economics

Volunteering is WA's largest industry by employment.



**Professional, scientific
and technical services:**
\$8.815 billion



Mining:
\$12.489 billion



Volunteering:
\$17.757 billion

The economic, social and cultural value of volunteering in WA is greater than \$39 billion.

Source: Economic, Social and Cultural Value
of Volunteering WA 2014

How to contact us

For more information or to book an appointment please contact us at:

Armadale Volunteer Services

Telephone: 9394 5629

Email: volunteering@armadale.wa.gov.au

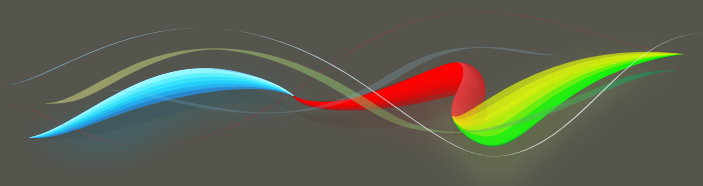
Postal Address: Locked bag 2, Armadale WA 6992

or visit 7 Orchard Avenue, Armadale

or visit www.govolunteer.com.au and start searching



www.armadale.wa.gov.au



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