

Volunteer Checklist

By Fae Fisher

- Volunteer Rights
 - Work in a healthy and safe environment.
 - Be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
 - Be adequately covered by insurance.
 - Be given accurate and truthful information about the organisation where working.
 - Be reimbursed for out of pocket expenses.
 - Be given a copy of the organisations volunteer policy and any other policy that affects the work.
 - Not to fill a position previously held by a paid worker.
 - Not to do the work of paid staff during industrial disputes.
 - Have a job description and agreed working hours.
 - Have access to a grievance procedure.
 - Be provided with orientation to the organisation.
 - Be provided with sufficient training to do your job.
- Organization Check
 - The organisation is a not for profit.
 - The purpose of the organisation matches volunteer's own values and beliefs.
 - The organisation carries volunteer insurance.
 - Volunteer's role is clear and specific.
 - The organisation can provide written information about purpose and activities of the volunteer.
 - Volunteer is satisfied that the funds of the organisation are expended in accordance with its mission.