

# Volunteer Checklist

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- 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.