



VOLUNTEER CONNECTIONS

A referral and resource service for volunteering in the Manning, Great Lakes and Gloucester areas.

Rights and Responsibilities of Registered Community Organisations/Services

Rights

1. To carry out their own interview procedure for volunteers, and decline to accept unsuitable volunteers.
2. To make a decision, in consultation with the volunteer, as to where the volunteer would best fit into the agency.
3. To expect a volunteer to undertake introductory training.
4. To expect clear and open communication from the volunteer at all times.
5. To follow the grievance and complaints procedure of Manning Support Services if they experience any problems with the Volunteer Connections' service.

Responsibilities

1. To advise Volunteer Connections of any changes that may affect referral of volunteers, e.g. availability of roles, volunteer requirements.
2. To keep volunteers informed about their agency.
3. To provide ongoing training opportunities for volunteers as required.
4. To provide supervision and support for volunteers.
5. To provide a job description and appropriate policies and procedures to volunteers.
6. To provide volunteer accident insurance cover.
7. To provide a statement of service at the termination of the volunteer, or at the request of the volunteer.
8. To recognise the contribution and worth of their volunteers
9. To adhere to principles of anti-discrimination and equal employment opportunities when selecting volunteers, i.e. not to discriminate on the grounds of age, gender, race, marital status or sexual preference.