

# Employ Volunteers

*Support your services or create a program...*

## Volunteer Recruitment:

### Where to attract volunteers from:

The method you choose will depend on your organisation, volunteer program, what kind of volunteers you want to recruit and, their roles and responsibilities.

### Identify volunteer's skills and strengths

Know if the person is right for the position, do they have skills and abilities for the position or, are they better suited to another position.

### Do you have a job description?

Each role should have a clearly defined job description that supports the volunteer in their role and to assist the provider when selecting suitable volunteers.

### How to conduct your interviews?

Interviews should be transparent and reflect the organisation's philosophies, policies, practices and the volunteer's role. Identifying skills, commitment and purpose is important during this process.

### Induction and orientation process

Inductions and orientations are important and should familiarise new volunteers with organisational policies and practices, their roles and area of work.



## Our service can assist with:

### Volunteer Management Support & Resources

Organisations rely on volunteers to support their services and provide direct service delivery to clients. Therefore, it is necessary to ensure sustainability of volunteers, otherwise unnecessary time and resources can be spent trying to manage a volunteer program.

A well planned and systematic approach to implementing a volunteer program, will sustain a high number of active volunteers, reduce turnover, build healthy staff/volunteer relationships, increase service productivity and best practices.

### Recruitment and referral of volunteers

We recognise that a person's interest in volunteering, including location and position, is important. Therefore, we can interview and match people with organisations who wish to employ volunteers. If a volunteer is employed, we will conduct an evaluation with the volunteer and organisation to ensure that both the needs of the volunteer and organisation are being met.

### Building essential networks

Our service believes in sharing ideas, resources and information. We accomplish this by networking with peak bodies, community organisations, volunteers, government and non-government organisation, businesses and training and educational institutions. Through these networks we are able to provide a varied range of services to your organisation.



Flexible Living  
Volunteering Service

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## Our service can assist with:

### Quality training and skills development

Volunteers play an active role in supporting organisations. So, to ensure best practice, policies and standards are being followed; volunteers need to have an understanding of the community sector they are working in.

Our service offers **FREE** training presented by accredited trainers throughout the year to meet the expectations of both the volunteers and organisations in the community sector. We also encourage paid staff to attend the training as a way to keep their knowledge and skills relevant to the community sector in which they work.

Information on the training offered can be found on our website [www.flexilivingvolunteer.org.au](http://www.flexilivingvolunteer.org.au) or you can contact us directly at [volunteer@flexiliving.org.au](mailto:volunteer@flexiliving.org.au).



### Resources and information sharing

Through our website, Facebook and networks, we are able to provide current and educational information, new and innovative stories, community events and training information.

Should you have any information to share e.g. upcoming event, please contact us and we will place it on our website and Facebook page.

## Recognition and Validation

There is always a reason why people volunteer. Showing appreciation to your volunteers is extremely important, as it can impact on their commitment, length of time with your organisation and, the quality of work they perform.

There are ways to demonstrate recognition that doesn't incur a lot of time and money, but again will keep your volunteers returning.

Our service offers support and tools to assist you in recognising your volunteers for their time and commitment to your organisations



## About Us:

We are part of a national family of organisations (Community Services Group) collectively committed to supporting and enhancing the quality of life for the most vulnerable in our community.

Our service is aimed at enhancing people's knowledge and experiences in a working environment, build confidence and self-esteem and reduce social isolation while providing optimal support to community organisations and/or their volunteer programs.