

VOLUNTEER POLICY

1. Policy Statement

The Christchurch Aunties Charitable Trust recognises the valuable contribution to the organisation made by volunteers and actively encourages their participation, which:

- enables volunteers to contribute to their community
- provides volunteers an opportunity for work experience and the development of new skills
- enhances the range of services available through The Christchurch Aunties Charitable Trust
- allows for wider community participation in the service.

Volunteers will not be used to replace paid workers in the service.

2. Rationale

To have a fair policy and set of procedures that ensures volunteers understand their role, work effectively to create a positive impact, and stay safe and secure.

3. Guidelines and Procedures

- all volunteers will be provided with a job description
- all volunteers must sign a Volunteer Agreement before starting work.
- volunteers are expected to conform to The Christchurch Aunties Code of Ethics.

4. Volunteer Recruitment Process:

- Requests for volunteers will be advertised through our social media channels.
- Interested volunteers receive a copy of the Volunteer policy, Application, and role descriptions.
- If the application is accepted, the volunteer will be given a copy of the Volunteer Agreement, and an induction pack.
- If the volunteer's application is rejected, they will be given the reasons why.

- The manager will add the Volunteer to the closed Christchurch Aunties Volunteer group of Facebook if the applicant has a Facebook account.

Date Approved:	
Review Date:	

Chairperson: _____

Date: _____