

Connecting
Community for



VOLUNTEER HANDBOOK



VOLUNTEERING IS AN EXCELLENT WAY OF MAKING A DIFFERENCE IN YOUR LOCAL COMMUNITY.

“Volunteering is undertaken through free will and is of mutual benefit to both the volunteer and the community or recipient of the volunteer service. Formal volunteering activities are those undertaken through public, private and non-government and community organisations. Informal volunteering activities are undertaken outside of an organisation. Volunteers receive no personal financial gain, apart from reimbursement of expenses if appropriate.” (Dept for Communities, 2011, Vital Volunteering 2011-2016)

ORGANISATION MISSION

Connecting Community for Kids works collaboratively to support and improve the well-being and development of children and families across Cockburn and Kwinana. Our vision is to build strong, safe communities where together we can help our children thrive.

ORGANISATION VISION

Communities driving change – support communities to determine and lead the change they want to see

Inclusive communities – communities with a sense of culture and belonging who support each other

Strong families – build strong, safe family units through support, guidance and education

Children who are thriving – improve health and well-being

Empowered communities – give community the tools to help them make positive changes

Safe communities – champion the rights for children to feel safe, secure and supported

ORGANISATION VALUES

Integrity – we are honest, trustworthy and accountable

Inclusion – we promote diversity and seek input and feedback to guide us

Respect – we treat each person as we expect to be treated

Recognition – we acknowledge and celebrate the efforts of our staff and volunteers

Collaboration – we work together on common goals and look for opportunities to collaborate with others

Commitment – we are determined and complete what we set out to do

Innovation – we think outside the box and challenge ourselves to do things differently



WHO CAN VOLUNTEER?

We encourage people of all ages, who have a broad range of life experiences and represent a diverse cross-section of our multicultural community, to volunteer with us. All volunteers must have a willingness to embrace our organisational values.

BENEFITS OF VOLUNTEERING WITH CONNECTING COMMUNITY FOR KIDS

- Make a real difference to the lives of families in your community
- Be rewarded by watching children thrive
- Empower people to build better futures
- Contribute to positive social change
- Connect with your local community and make it a better place to live
- Meet a diverse range of people and build friendships
- Build pathways to future employment
- Gain new skills and knowledge

VOLUNTEER ENTITLEMENTS

- Invitation to thank you events
- Training and development for certain volunteer positions
- Crèche facilities (conditions apply)
- Fuel / travel reimbursements (conditions apply)
- Support to build skills
- A formal position description
- Volunteers that work with us across the City of Cockburn will receive a VIV card which entitles them to a wide range of discounts from participating local businesses

IF YOU ARE
TIME POOR YOU CAN
MICRO VOLUNTEER! A ONE-
OFF VOLUNTEERING POSITION
WITH NO FORMAL AGREEMENT OR
COMMITMENT NEEDED.

AS A VOLUNTEER IT IS IMPORTANT TO

- Be dependable – if you are unable to attend a meeting/event provide adequate notice
- Be willing to undertake training as required
- Seek assistance or guidance as necessary
- Report any accidents or unusual incidents to your supervisor
- Respect the rights and privacy of your clients and fellow team members
- Comply with health and safety procedures
- Represent Connecting Community for Kids in an appropriate manner

make

a

difference

POSITION DESCRIPTION

All volunteers will be provided with a position description that will outline the duties, responsibilities and hours expected of your role. If you are not comfortable with any aspect of your duties it is important to discuss these openly with your supervisor.

POLICIES AND PROCEDURES

You will be provided with copies of our code of conduct, confidentiality agreement, health and safety agreement, discrimination and drug, smoking and alcohol policy before commencing which you will be required to sign and return to us.

RESIGNATION

Resignation periods are role dependant. If you are providing community peer support, a notice period is ideal and provided by email. If you are an action team member, or other, verbal advice with no notification period is acceptable.

APPLICATION PROCESS

1. Complete the volunteer application form
2. If successful, attend an interview
3. Once a formal offer is received, review the position description
4. If you are happy with the PD, sign it and return it to CCK along with the > code of conduct > confidentiality agreement > health and safety agreement > discrimination and drug > smoking and alcohol policy
5. If applicable provide police clearance and working with children check
6. Attend any training required
7. Start volunteering!

CONNECTING COMMUNITY FOR KIDS

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