

Rights and Responsibilities

As a volunteer you have the right to:

- A Role Profile outlining your key tasks and responsibilities, and the associated attributes, qualifications and skills required
- An induction/orientation and adequate training
- Engagement as a volunteer in accordance with Equal Opportunity and Anti-Discrimination Law
- A healthy and safe environment
- Adequate insurance coverage
- Access to an effective grievance resolution process
- Support within your role, including effective leadership and supervision and appropriate and timely performance feedback
- Protection of confidential and personal information in accordance with the principles of the Privacy Act 1988 as amended by the Privacy Amendment Act 2012
- Information regarding relevant policy and procedure changes
- Contribute ideas and skills and share knowledge through appropriate communication channels
- Recognition of your ongoing commitment and contribution to Longbeach PLACE Inc
- Say no if you are uncomfortable or feel you are being exploited

As a volunteer you accept that Longbeach PLACE Inc has the right to:

- Evaluate your performance
- Assess your suitability for the Role at the conclusion of a trial period
- Expect tasks are completed to a clearly defined minimum standard
- Engage only those who fulfil the specific criteria of a Volunteer Role

Responsibilities

As a Longbeach PLACE Inc volunteer you represent the organisation in the community and therefore must behave in a manner consistent with our Code of Conduct and values.

As a volunteer we expect you to:

- Treat people with respect, sensitivity and consideration
- Comply with Longbeach PLACE Inc policies, procedures and guidelines
- Fulfil your obligations with due care and diligence, as outlined in your Role Profile
- Respect the privacy and confidentiality of clients, volunteers, staff, members of the public and the organisation
- Maintain professional relationships within acceptable boundaries
- Function as a team member
- Provide constructive feedback when appropriate
- Complete an orientation, undertake training and seek assistance as required

- Be punctual and reliable. Volunteers unable to complete their allocated role must contact the Longbeach PLACE Inc manager as soon as practical
- Comply with reasonable instructions to protect the health and safety of yourself and others
- Adhere to legal guidelines with respect to bullying and prejudice, neither of which will be tolerated
- Leave facilities in a clean and tidy condition after use
- Provide adequate notice if unable to continue in a Volunteer Role. A minimum of two weeks is requested.