

# 100.7 RIVERLAND LIFE FM - VOLUNTEERING POLICY

## BACKGROUND

Volunteering occurs when an individual willingly and without obligation, provides his or her labour to an organisation without wages.

As a community radio station and not-for-profit organisation, Riverland Life FM relies largely on the efforts of volunteers to maintain its operations. Many of our volunteers volunteer because they support the station's values and want to take part in its mission. Many also participate for their own enjoyment and personal development, or to develop and use their skills in a particular area of operations. All volunteers are expected to uphold the station's values in their work at the station and to direct their efforts towards achieving the station's mission and objectives.

Riverland Life FM aims to treat all of its volunteers with equal respect and appreciation for their contribution, and to provide a workplace which is safe, enjoyable and fulfilling. We will endeavour to provide a working environment which is flexible in order to allow its volunteers to gain the benefits they wish from volunteering.

Volunteers may serve in any area of operations, as the Board of Management sees fit, noting that areas of greater responsibility will require a certain level of skill and a recognisable commitment to the community interest that the station seeks to serve.

## PURPOSE

This document sets out Riverland Life FM Policy on the responsible management of the Volunteer Programme. The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

## PRINCIPLES OF VOLUNTEERING

Riverland Life FM encourages volunteering as a mutually beneficial aspect of the station's operations. Riverland Life acknowledges the following principles:

- Volunteering benefits the community and the volunteer;
- Volunteering is always a matter of choice;
- Volunteering is an activity that is unpaid
- Volunteering is a legitimate way for citizens to participate in the community
- Volunteering is a vehicle for people to address human, environmental and social needs;
- Volunteering is an activity performed in the not for profit sector only;
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers;
- Volunteering respects the rights, dignity and culture of others;
- Volunteering promotes human rights and equality.

# 100.7 RIVERLAND LIFE FM - VOLUNTEERING POLICY

## Rights of Volunteers

- Volunteers at Riverland Life FM:
- Will be treated equally as a co-worker with all other personnel;
- Will be informed about the station, its personnel, policies, programmes and activities;
- Will be given appropriate orientation and induction into the workplace and the aspects of operations in which they are volunteering;
- Will be supported and guided in their participation, without undue interruption or interference from management or other personnel;
- Will be heard and their suggestions given respectful consideration;
- In the event of a dispute, will have any grievances heard according to the station's grievance procedures;
- Will have access to procedure manuals, the opportunity to participate in training sessions and other information and on-the job training to help them develop their skills and meet their goals;
- Will have a place of work that complies with statutory requirements, anti-discrimination legislation and relevant work, health and safety standards;

## Responsibilities of Volunteers

Volunteers should make sure that they understand the requirements of time and duties before accepting them. Having accepted a task or role, volunteers should:

- fulfill the commitment to the best of their ability;
- participate in planning and evaluation and in the training or learning opportunities available;
- commit to working co-operatively as part of a team to achieve the goals of Riverland Life FM;
- seek and accept honest feedback on performance;
- work within Riverland Life FM Policies and Guidelines;
- agree that as volunteers they will respect the fact that they are privileged to confidential material and respect this by not discussing any of this material with any person, unless authorised to do so by the Station Manager;
- try to give adequate notice of intended resignation, (preferably four weeks).

## Grounds for dismissal of volunteers

As with all staff, volunteers are expected to comply with station policies, act lawfully at all times and represent the station in a respectful manner when dealing with members of the public. Misconduct will be responded to with a caution from the Station Manager or Board of Management.

Transparency and open communication are to be maintained throughout the process of dealing with the issues. If the volunteer is unable to respond to reasonable requests for a change in behaviour, the result will be dismissal. Unlawful actions (eg theft) will result in instant dismissal.