

Volunteer Policy

Gyffin Community Centre

**Gyffin Community Centre
Henryd Road
Gyffin
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Volunteering policy

Introduction

This policy aims to demonstrate the principles for involving volunteers who work for the Gyffin Community Centre. This policy was ratified by committee on 1st December 2009, and will be reviewed on an annual basis to ensure it reflects the work of the volunteers and the Gyffin Community Centre.

Commitment

The **Gyffin Community Centre** recognises the right that people have to participate in the life of their communities through volunteering. It also acknowledges that volunteers contribute in many ways, that their contribution is unique, and that it can benefit users of services, staff, local communities and the volunteers themselves. The **Gyffin Community Centre** values the contribution made by volunteers, and is committed to working in ways which are encouraging, supportive and which develop volunteering.

Definition

Volunteering is an important expression of citizenship and is an essential component of democracy. Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit people in the community.

Suggested statement of values and principles

The Gyffin Community Centre:

- Recognises the important role played by volunteers both in the work of the **Gyffin Community Centre**, and the important and valuable contribution made by volunteers to the fabric of the local community.
- Acknowledges the unique contribution made by volunteers to the life of communities, service users, paid staff and to the volunteers themselves.
- Attempts to use volunteers' skills, knowledge and experience in a way that will meet both the volunteer's and organisation's needs.
- Recognises that volunteers complement the role of paid staff.

Responsibilities

All volunteers will work under the supervision of a committee member.

The appointed designated person (Chairperson) is responsible for the development of voluntary activities within the organisation.

Recruitment and selection

Gyffin Community Centre is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs. Individuals applying to become volunteers will be appointed in accordance with the organisation's selection procedure.

Volunteering opportunities will be advertised widely in places that are accessible to all members of the community.

Volunteers will be selected on their suitability for the volunteering task, matching their skills, talents and interests with the organisation's needs.

Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary work within the organisation or referred to other voluntary activities within the community.

All volunteers will be required to undertake a criminal records check if the position involves working with children or vulnerable people. They may also be invited to attend an informal interview.

Training and personal development

All new volunteers will be welcomed to the organisation and should have an induction suitable to their tasks.

Gyffin Community Centre will be responsible for ensuring the volunteer has the correct skills to complete their tasks. In some cases this may mean providing training.

Volunteers, staff and service users will be consulted in order to develop additional volunteering opportunities.

Support, supervision and rewards

Volunteers will have access to regular support and supervision from a committee member.

Events will be organised where the volunteers' contributions can be formally recognised.

Settling differences

Gyffin Community Centre aims to treat all volunteers fairly. The committee member managing volunteers is responsible for dealing with problems as they arise. The volunteer manager is responsible for handling difficulties relating to the volunteer's conduct or complaints.

Volunteers' rights and responsibilities

Gyffin Community Centre believes volunteer have the right to:

- Know what is expected of them
- Have clearly specified lines of support and supervision
- Be shown appreciation
- Have a safe work environment
- Be insured
- Know what their rights and responsibilities are
- Be free from discrimination
- Be provided with opportunities for personal development

Gyffin Community Centre expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- carry out tasks in a way that reflects the aims of the organisation

Signed: _____ Name: _____ Position: _____

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