

# Fact Sheet

## Checklist for Volunteers

There are a number of things to consider when applying for a volunteer position with a nonprofit organisation.

- Is the proximity of the position on offer an acceptable distance to your residence? If it is a considerable distance, are you able to cover your travel expenses as you may not be reimbursed by the organisation?
- Do you satisfy the requirements of the position which could include age, language and experience?
- Does the organisation have *Volunteer Personal Accident and Public Liability Insurance* to cover you for the volunteer work you will be doing? Are there any exclusions such as age limits or the type of voluntary work undertaken? (refer to *Fact Sheet: Insurance for Organisations Involving Volunteers* for further information).
- Have you met the necessary requirements to work with youth, the aged and/or disabled? Check with the organisation and they will advise you what is required, and how to apply for a card if necessary. Sometimes a Police Check will also be required.
- Is the organisation a nonprofit organisation or community project (i.e. not a private business or company)? You can be assured that organisations Volunteering Qld may refer you to fall into this category.
- Does the purpose of the organisation match your own values and beliefs?
- Does the organisation offer the sort of work that interests you and can maintain or develop your skills?
- Does the organisation have written volunteer policies explaining your rights and responsibilities and what you can expect from the organisation? Is it available for you to read?
- Does the organisation have written procedures that reflect Volunteering Qld's *Code of Practice for Voluntary Organisations Involving Volunteers*?
- Is there a written job description for the volunteer position you are interested in and does it explain what you will be doing? Is the organisation willing to provide you with written information about itself? Volunteering Qld will normally provide you with such information.
- Does the organisation have a manager of volunteers or a contact person whose job is to support and supervise the volunteers?
- Will you receive adequate training and orientation to perform your job?
- Will the organisation provide you with a written reference if you need one?
- Will you be reimbursed for money spent on behalf of the organisation?

For more information visit [www.volunteeringqld.org.au](http://www.volunteeringqld.org.au) or contact Volunteering Qld on (07) 3002 7600 or [admin@volunteeringqld.org.au](mailto:admin@volunteeringqld.org.au)