



Fact Sheet: Listing a Voluntary Position (for member organisations)

Once you have registered with Volunteering Canterbury, you will be given a user name and password for our website, and a quick training in how to use our online services. You can then go ahead and request as many volunteers as you need. Here are some tips for listing new voluntary positions.

Tips for listing new voluntary positions

- Once your organisation has a user name and password for our online recruitment and referral website, you will be able to list the voluntary positions directly online. Volunteering Waikato checks all new position listings prior to the position 'going live'. This will generally be done on the same or next working day.
- For all positions, you will need to select whether you want these positions advertised on our website - more than 70% of our applications are online. Advertising on the website means that potential volunteers will be able to 'apply' online for your positions. If you are requesting volunteers outside of Hamilton, the position must be listed online.
- Provide as much information as you can about the volunteer(s) that you need, and what you need them to do. The more information you can provide, the easier it is to find the right volunteer(s). Be clear about what the role entails, the key tasks and responsibilities, and the skills and personal attributes that your volunteers need.
- Remember to list a new position for each voluntary role you want to fill. If you have one job that you want three volunteers to do, you only complete one form. But if you have **three different jobs** then you need to list **three different positions**.
- Make the job 'bite-sized'. If the job is too big, break it down into smaller pieces. You are more likely to get five people to each work one morning a week than to get one person to work five mornings a week.
- No voluntary position will be accepted where an individual volunteer is expected to work more than 16 hours per week.
- Ensure the position is interesting, challenging and fun. Gone are the days when volunteers will happily do all the tedious, boring, dirty jobs! Volunteers want to develop their skills, meet people, contribute to their community, enjoy their work and to know that the time they give is making a difference.
- To ensure compliance with the Human Rights Act requests for a specific gender, age group etc. cannot usually be accepted. There maybe a few rare exceptional circumstances (eg: the need for gender matching due to the nature of the work undertaken by the organisation). If you are unsure please check with the Human Rights Commission or visit their web site at www.hrc.co.nz - we also have a fact sheet regarding human rights available on our website.
- Please allow a **reasonable** amount of time for us to fill your voluntary position. Forward planning of your volunteer needs will assist us in providing you with volunteers when you need them.
- **PLEASE NOTE:** Volunteering Canterbury is not able to Police Vet volunteers that are being referred to another organisation. Police Vetting and reference checks can only be done by the organisation to which the volunteer is applying. Even if we did a Police or reference check, the Privacy Act would prohibit us from passing the information to you.

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