

Volunteer & Intern Staff Management Policy

1. Purpose of the policy/ Policy Statement This policy is intended to ensure that volunteers working at Cultural Infusion Foundation have work that is safe, significant, fulfilling, and appreciated.

2. Detailed Policy Statement CI believes that volunteers make a valuable contribution to our organization. All CI volunteers/ Interns shall be treated with respect and gratitude for their contribution. Although volunteers are not paid workers, the work they perform is in no way less relevant or valuable than that of a paid worker.

CI guarantees all volunteers and interns the right:

- to work in a healthy and safe environment
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to be adequately covered by insurance
- to be given accurate and truthful information about the organisation for which you are working
- to be reimbursed for out of pocket expenses
- to be given a copy of the organisation's volunteer policy and any other policy that affects your work
- not to fill a position previously held by a paid worker
- not to do the work of paid staff during industrial disputes
- to have a job description and agreed working hours
- to have access to a grievance procedure
- to be provided with orientation to the organisation
- to have confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training to do your job

3. Responsibilities

Volunteers

Volunteers and interns shall carry out duties assigned by management. All volunteers and interns shall be provided with a written timetable that sets out their training and duties on a weekly basis, and covers their entire time with CI.

Department heads

It is the responsibility of all department heads to ensure that volunteers designated within their respective teams receive the appropriate amount of supervision in the exercise of their function

HR

4. Definitions

Volunteer	A person who offers up free labour to CI.
Intern	A student or trainee who works without pay for CI in order to gain work experience or satisfy requirements for a qualification.

5. Cognizant Office(s)/ Getting Help

If you require any assistance in regards to recruitment and selection activities, please contact:

- Cultural Infusion HR/ Administration department;
- Or, CEO Peter Mousaferiadis

6. Related Policies/ Reference for more Information

Related Policies	<ol style="list-style-type: none"> 1. 'Recruitment and selection policy & procedure' 2. 'Induction Policy' 3. 'Volunteer & Intern Staff Employee Conditions'
Related Legislation and Guidelines:	<ol style="list-style-type: none"> 1. 2.

7. Implementation Procedures

9.1. **Recruitment**

All volunteers are subject to the screening procedures set out in the appropriate section of CI's policy statement '6.31 Recruitment and selection policy & procedure'.

Recruitment of volunteers shall also take into account CI's commitment to cultural diversity under its Access and Equity Policy.

9.2 **Induction**

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Please refer to CI policy '6.32 Induction Policy' for details of the induction procedure.

9.3 **Supervision**

The supervision of volunteers and interns can either be performed by the department heads themselves or the department head can delegate this responsibility to a designated member of their respective team that is deemed capable for taking on this responsibility (eg. A supervisor or senior staff member).

All volunteers & interns must receive the appropriate supervision This includes:

- Providing the necessary training required to perform their function
- Delegating tasks to the volunteer
- Monitoring the work of the volunteer
- Provision of mentoring and coaching to the volunteer as required