

## 7.02 Volunteer Recruitment Policy and Procedure

**Authority:** Chief Executive Officer

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*Oct 2023*

**Review Date:**

*Oct 2026*

### VERSION CONTROL

Date	Version	Author	Comments
10 October 2023	V1	Alex King	

### POLICY

Council on the Ageing Victoria (COTA) and Seniors Rights Victoria (SRV) acknowledge that volunteers play a particularly important role in the success of the organisation. COTA and SRV therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our charitable purpose and associated goals in supporting the rights of older Victorians, via a systematic recruitment process.

COTA and SRV have obligations under the Fair Work Act in relation to unpaid work and expectations of an employment relationship. COTA and SRV are therefore committed to providing a fair and consistent volunteer recruitment process that will result in a positive and productive experience for all involved, ensuring that volunteers are clear about their own rights and responsibilities within the organisation.

### SCOPE

This policy applies to all volunteers, the Volunteer Coordinator, and any program manager involved in the recruitment of a volunteer at COTA and SRV.

## PROCEDURE

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1. When the need for a new volunteer is realised, the program manager making the request must firstly determine whether the role is appropriate for a volunteer. To do this, the program manager must complete the [Volunteer Position Initiation Worksheets](#).
2. Once the role is deemed appropriate for a volunteer, the program manager is to complete the [Volunteer Position Initiation Form](#). The details provided in this form will then be developed into a draft Volunteer Position Description by the Volunteer Coordinator.
3. Once the Volunteer Coordinator has finalised the Position Description, it is to be forwarded to the Marketing and Communications Manager for dissemination through COTA and SRV's social media channels and websites. The Volunteer Coordinator will also forward the opportunity to the current volunteer list, or a subsection of the list according to skill and/or interest and invite them to apply for the position.
4. Applicants will be directed to apply via COTA AND SRV's Better Impact Volunteer Page.
5. The Volunteer Coordinator will review each application, send them an acknowledgement email, and forward onto the relevant manager. The selection of the volunteer must be based on interest, knowledge, skills or attributes relevant to the role, and consistent with anti-discrimination legislation.
6. Once the desired candidate who is deemed most suitable for the role is decided, volunteer screening requirements are implemented and documented, including running a reference check, obtaining a CrimCheck report, and having all onboarding documents approved and signed by the volunteer.

## REVIEW AND AMENDMENT

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This policy and procedure will be reviewed every two years to ensure it remains compliant and relevant, alongside the Volunteer Framework. This policy may be amended at the discretion of the CEO in consultation with the Education and Engagement Manager and Management Team.

## RELEVANT DOCUMENTS & FORMS

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- [Volunteer Position Initiation Worksheets](#)
- [Volunteer Position Initiation Form](#)
- [7.02.F3 Volunteer Position Description Template.docx](#)
- [COTA Code of Conduct](#)
- Volunteer Framework
- Volunteer Handbook