

## **VOLUNTEER INFORMATION**

### **UNIVERSITY OF SYDNEY**

Volunteers play an important role in the life of the University.

#### **Volunteer definition**

Volunteering is time willingly given for the common good and without financial gain.

Formal volunteering is an activity that takes place through not for profit organisations, such as the University, or special projects and is undertaken:

- to be of benefit to the community and the volunteer
- of the volunteer's own free will and without coercion
- for no financial payment and
- in designated volunteer roles only.

#### **Volunteer benefits**

- opportunities to contribute/utilise personal expertise, knowledge and skills to further the mission and vision of the University of Sydney
- opportunities for mentoring students
- opportunities for personal and professional development
- opportunities to develop social networks with fellow volunteers
- opportunities to make a positive impact in Sydney and greater Australia.

#### **Principles of volunteering**

- volunteering benefits the community and the volunteer.
- volunteer work is unpaid.
- volunteering is always a matter of choice.
- volunteering is not compulsorily undertaken to receive pensions or government allowances.
- volunteering is a legitimate way in which citizens can participate in the activities of their community.
- volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- volunteering is an activity that is performed in the not for profit sector only.
- volunteering is not a substitute for paid work.
- volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- volunteering respects the rights, dignity and culture of others.
- volunteering promotes human rights and equality.

## Volunteering programs at the University

Some useful contacts to find out more about volunteering programs at the University

- [Alumni & Friends](#)
- [Compass Program](#)
- [Sydney University Museums](#)
- [University Food Coop](#)
- [Chancellors Committee](#)
- [Refugee Language Program](#)

## Engaging volunteers

Volunteer engagements are covered by the [Workforce Engagements and Payments Policy 2016](#) which outlines general provisions for engaging individuals; guidance on checking that the engagement is a genuine volunteer relationship; and details for formalising the arrangement.

All volunteer engagements must be approved by the relevant delegate. Volunteers are issued with a volunteer letter which defines their role.

Some useful references

- Human Resources delegations part 7.17 “Appointment of Affiliates (ie non-employees)” in the [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2010 \(as amended\)](#).
- [Volunteer Letter Template](#)
- [Volunteering Australia](#)
- Fair Work Ombudsman fact sheet [Volunteering](#)