

## UON Volunteers Guidelines

Student Central manages the UON Volunteers program with the underlying objectives to provide students an avenue to meet new people, to contribute to their communities and to enhance their employability skills.

### Employability Skills



#### Communication

Graduates utilise and value oral and written communication tools for negotiating, creating, interacting, relating to others, supporting new understanding and furthering their own learning.



#### Information Literacy

Graduates are able to locate, analyse, evaluate and synthesise information from a wide variety of sources.



#### Problem Solving

Graduates are curious and imaginative thinkers with a desire to meet new challenges and uncover creative solutions.



#### Teamwork

Graduates can work independently but recognise the importance of collaboration and being a reliable, committed, responsible and productive team member.



#### Technology

Graduates are proficient in the appropriate use of contemporary technologies and are adaptable to emerging technologies.



#### Critical Analysis

Graduates question existing knowledge by identifying, defining, analysing and resolving problems and have the curiosity to explore and be imaginative when presenting solutions.

### Duties and Tasks

We endeavour to ensure that the UON Volunteers have the opportunity to undertake tasks/duties that meet at least two of the three objective components. When formulating volunteering shifts you are asked to ensure:

Tasks/duties contribute to and enhance the employability skills of the volunteers.

Tasks/duties contribute to the development of the UON community or the broader local community.

Tasks/duties undertaken in shifts do not contravene the requirements of the Fair Work Act. Please see <https://www.fairwork.gov.au/pay/unpaid-work> for more information.

Work, Health & Safety principles must be a primary concern in the allocation of tasks to UON Volunteers. Please see <http://www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety>

Volunteers should be actively and directly engaged in tasks across the duration of their shift. We acknowledge that their time is a resource and the donation of their time should be respected.

### Supervision

Volunteers should be directly supervised either by a UON staff member or official representative of an external organisation engaging UON Volunteers.

Supervisors have a responsibility to provide a comprehensive briefing at the beginning of each shift which includes information on the tasks and duties to be undertaken, hospitality provisions for the shift, 'housekeeping' matters such as storage of personal belongings, location of amenities, and introduction to any other relevant staff. A generic briefing checklist is provided for your use.

### **Hospitality**

UON Volunteers must have unlimited access to water and amenities.

If a shift is three hours or more, the host must ensure UON Volunteers are provided with a meal.