

Volunteer Rights and Responsibilities

Supporting West Gippsland Libraries to achieve our goals

Enhancing Capacity for our community

Partnering With our skilled staff team

Promoting Our Values



West Gippsland
Libraries

#IHEARTWGL
wgrlc.vic.gov.au

Volunteer Rights & Responsibilities

Welcome to West Gippsland Libraries – We are so glad you've joined us!

Volunteering at West Gippsland Libraries is a reciprocal and collaborative arrangement.

As a volunteer you have the right to expect:

- A safe workplace
- A supportive environment with effective management practices and help if you need it
- Regular communication
- Recognition for the contribution you make within our community, and to be treated fairly and honestly
- Training and induction that is relevant to your role or tasks
- To be treated with respect and to be listened to
- A role description and supervision and guidance
- To have personal information dealt with in accordance with the Privacy Act and WGL Privacy Policy
- To be treated in accordance with Equal Opportunity and Anti-Discrimination legislation
- Formal acknowledgement if you need to cease volunteering
- Opportunities to meet to socialise and learn with other volunteers

As a volunteer your responsibilities include:

- Acting responsibly in your role and meeting agreed commitments wherever possible
- Be accountable for your actions within our organisation
- Respecting and promoting the organisation's values, practices, vision and mission
- Adhering to workplace health and safety practices
- Supporting our culture of Child Safety
- Being aware of boundaries which may apply to your role and your relationships within our library settings
- Take reasonable care to protect your own health and safety and that of others
- Report any hazards to your supervisor or relevant WGL employee
- Respect privacy and maintain confidentiality
- Let us know of any changes in your contact details or circumstance which may affect your volunteering
- Undergo relevant checks screening procedures
- Ask us for support if needed
- Participate actively in any training, induction and orientation
- Please let us know if you would to finish up your volunteering at WGL
- Please try to be punctual and inform staff if you are unable to attend or may be absent for any reason

