

YMCA GEELONG

Young Men's Christian Association of Geelong Inc.
ABN: 29 064 925 688
A0025471J



YMCA GEELONG Volunteer information Pack

Thankyou for expressing an interest in volunteering with YMCA Geelong.
The purpose of this kit is to provide you with an overview of YMCA Geelong and
We encourage you to read the information and consider applying
to become a volunteer with us.

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25 Riversdale Road Newtown 3220

☎ 5221 8344

🌐 www.geelong.ymca.org.au

✉ geelong@ymca.org.au

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The YMCA Movement

The Young Men's Christian Association, or YMCA, is a worldwide organisation that serves local communities in 124 countries.

There are over 14,000 local YMCAs with more than 45 million members worldwide.

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. In 2013, the YMCA Geelong celebrated 60 years of community service across the greater Geelong region.

YMCA's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in its future focus, growing in its impact on community and which values its people.

YMCA Geelong

- We are a charitable, community development organisation.
- YMCA Geelong Inc. has a proud history of serving Geelong and district for over 60 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The YMCA is committed to the improvement of the communities in which it works as reflected in our positioning statement: **"We build strong people, strong families, and strong communities"**.

We employ 100 people in administration, management and service delivery roles across our operations at Camp Wyuna, Newtown, North Geelong and Bannockburn.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connect Geelong.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

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Mission

YMCA Geelong works from a base of Christian values, to provide opportunities for all people to grow in body, mind and spirit.

Values

We look to our values to guide all that we do - caring, honesty, respect and responsibility.

Vision

Our vision is to build strong people, strong families and strong communities.

Volunteering with YMCA Geelong

Volunteers have been the backbone of YMCA Geelong since its establishment, over 150 years ago.

People volunteer for a variety of reasons. Some people want to give back to the community after serving in the paid workforce by utilising their many skills and talents. While others volunteer for a short period of time with the view to use volunteering as a stepping stone into the workforce.

Today, hundreds of volunteers donate their time to conduct a wide variety of programs and services. We acknowledge the unique contribution that each YMCA volunteer brings to the Movement and thank them on behalf of the communities they serve.

By becoming a YMCA Volunteer you have a unique opportunity to contribute to your community in a way that is both meaningful to you and to the wider community.

Volunteer Opportunities with YMCA Geelong

The YMCA offers you a variety of opportunities:

PROGRAM VOLUNTEERS - Provide leadership and support to many high quality programs and services enjoyed by the community.

PHILANTHROPY VOLUNTEERS - Help to raise funds to ensure that YMCA programs are open to everyone.

SPECIAL EVENTS VOLUNTEERS - Help plan, promote and run many events that strengthen the community.

ADVISORY VOLUNTEERS - Provide leadership in advising us on important issues and overall direction.

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POLICY VOLUNTEERS - Provide leadership to the YMCA. Policy volunteers are members of the Board of Directors.

Volunteer Rights

Victoria YMCA Volunteers have the right to:

- Be interviewed and employed in accordance with equal opportunity and anti discrimination legislation;
- Be adequately covered by insurance;
- Be given accurate and truthful information about this organisation;
- Be reimbursed for out-of-pocket expenses, providing prior approval is obtained with the supervisor;
- Receive adequate information and a clear job description of what is expected and to understand why they are doing a task and how it fits into a broader program;
- Be provided with sufficient training to do their job;
- Receive respect and support from their co-workers as well as recognition and feedback from their supervisor for their work;
- Provide feedback, suggestions and recommendations regarding their job or the wider program;
- Work in a healthy and safe environment and to be provide with suitable tools and material;
- Request a reference from their supervisor when applying for a job
- Have access to all policies and procedures that affect their work
- To have their confidential and personal information dealt with in accordance with the YMCA Geelong Privacy Policy.

Volunteer Responsibilities

- We ask that Volunteers agree to:
- Be reliable and commit where possible, to regular day/s and time of work so tasks can be planned accordingly;
- Appreciate and respect the confidential nature of information that may be acquired during the course of duties:
- Participate in the necessary job training and carry out their duties as stated in the position description;
- Be responsible to and consult with their supervisor;
- Show enthusiasm, loyalty and belief in the work of the YMCA;
- Ask for support when needed;
- Notify their supervisor if they are no longer able to work for the organisation;
- Value and support team members;
- Agree to work in a safe and healthy way and not jeopardise the health and safety of others;
- Discuss and grievances or problems with their supervisor;
- Carry out the work they have agreed to do responsibly and ethically.

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YMCA Geelong's Commitment to Volunteers

YMCA Geelong recognises that volunteers contribute a vast wealth of skills, knowledge and support towards the running of the YMCA Geelong.

YMCA Geelong seeks to recognise the contribution of volunteers by:

- Acknowledging that the relationship between volunteers and the YMCA is a reciprocal one;
- Acknowledging that volunteers exercise free choice in committing to the YMCA Geelong
- Acknowledging that volunteers are of equal status and deserve the same Treatment and respect as paid employees', and that the Victorian YMCA can expect the same standards of its volunteers as it expects of its paid employees;
- Ensuring volunteers are not used to replace paid staff positions and only carry out work that they have agreed to;
- Stating and acknowledging the contribution of volunteers YMCA documentation and recording hours worked.
- Providing an opportunity for the development of skills and experiences of volunteers.
- Providing volunteers with support in the form of clear policy guidelines, training, recognition and support, and the provision of references if required.

How to become a Volunteer with YMCA Geelong

- Go to www.victoria.ymca.org.au and complete the Volunteer Enquiry Form or
- Call our Chief Executive Officer on (03) 5221 8344 or email geelong@ymca.org.au

Important Information about Volunteering with YMCA Victoria

Criminal History Record Checks

A *Criminal History Record Check* is a condition of becoming a volunteer with YMCA Geelong. It is undertaken to assess your suitability as a volunteer, and to minimise possible risks arising from engaging volunteers in providing community services. Please note that in accordance with equal opportunity legislation you will not be automatically excluded from a position on the basis of having a criminal record.

Working with Children Checks

A *Working with Children Check* may also be required as a condition of becoming a volunteer with YMCA Geelong. This is dependent on the nature of your role and the level of supervision provided.

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Occupational Health & Safety

YMCA Geelong recognises its legal and moral responsibilities to prevent workrelated injury and illness. The YMCA fully supports and is committed to protecting the health and safety of employees, customers, contractors, volunteers and other personnel who are involved with the activities of the YMCA.

Insurance

Volunteers will be covered by the *Insurance Policies* of the YMCA Geelong for:

- Public Liability (third party personal injury and property damage)
- Professional Indemnity (claims made against the organisation for breach of professional duty, negligent acts or advice, errors or omissions)
- Personal Accident (accidental injury, disability or death occurring while

performing voluntary duties).

Bullying

The YMCA is committed to providing our staff and volunteers with a healthy and safe work environment that is free from bullying. Workplace bullying has a serious impact on the careers, health, safety and well-being of individuals. All YMCA staff and volunteers must behave in a professional manner and treat each other with dignity and respect when they are at work.

Grievances

YMCA Geelong has a Dispute Resolution and Grievances Procedure in place to ensure that volunteers have the right to fair, equitable and timely action in order to resolve grievances or complaints arising from their involvement in programs and activities with an organisation.

Discrimination and Equal Opportunity

The YMCA Geelong is an equal opportunity employer. All staff, including volunteers, is entitled to equal treatment regardless of any personal characteristic.

Volunteer Resignation and Exit

Volunteers are encouraged to provide their Manager with a written or verbal notification of their intent to end their involvement in the volunteer program. Volunteers will then have the opportunity to complete an exit interview as part of the YMCA's strategy for continuous improvement.

Volunteer Awards and Acknowledgement

Volunteers who have provided long term support to YMCA will have their annual anniversaries acknowledged and, where possible, celebrated. Volunteers' contribution will be highlighted in newsletters and management news. Each year a get together is organised and volunteers are presented with a certificate of appreciation.

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