Robert Emmet

Community Development Project

**Volunteer Policy
Document**

Welcome

Welcome to your role with Robert Emmet CDP. We are delighted you are condsidering joining our team.

Robert Emmet CDP recognizes the valuable and unique contribution volunteers make to the organization and how rich volunteers make the services and activities we deliver. Volunteers are an integral part of the team. Without the contribution of the efforts of volunteers, the diversity of skills and talents they bring, the project would be unable to offer the range and quality of service it does.

We want to assure you of our appreciation of your services and indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

Yours Sincerely

Robert Emmet CDP

Brief Background

Robert Emmet CDP was established in 2004. It is managed by a local voluntary management committtee and employs 4 people. The core funding for the project is provided by the Dpartment of the Environement, Community and Local Devlopment under the Local Community Development Funding. Other funding is sourced mainly through fund raising and grant application .

Robert Emmet CDP is an active community based resource which is open to all members of this community.. All activities and services aim to bring about positive change ithrough introducing, providing and developing innovative and effective services which facilitate participants achieve their full potential. The project does this while adhering fathfully to the principles of community development.

The Core activities of the Project are

- Afterschool Project
- Environemental work
- Senior Citizens Project
- Youth activities,
- Heritage / Cultural events

Staff Team
Máirín Ó Cuireáin – Project Co-ordinator
Hilda Mungereza – Project Worker and Afterschool Co-ordinator
Fran Farrell – Afterschool Support Worker
Aoife Ó Murchú – Admin

Volunteers with Robert Emmet CDP

Robert Emmet CDP welcomes volunteers from a very wide source, the local community, interested individuals, volunteer referral programmes and corporate volunteer programmes.

Robert Emmet CDP supports volunteers within the organization and also endeavours to encourage, support and compliment all voluntary activity within the community, as a key to building vibrant healthy communities.

A volunteer is an individual who, without monetary payment, contributes time and service to the project or the community. Expenses can in most cases be reimbursed once agreed in advance and on occasion a small gift or token of appreciation may be given, but in no circumstances will a volunteer be paid for their efforts within the project or the community. It should always be assumed , if asked to do something or carry out a task, individuals are being requested to do so voluntarily.

Why get involved

Volunteers get involved for a variety of reasons which include, seeking work experience in a particular field, a desire to get involved in community activity, to meet other people and socialise or other reasons.

Volunteers should expect a genuinely positive experience where their contribution is valued.

Volunteers should be in a position to receive a written or verbal reference for other voluntary or paid positions.

How to get Involved.

Robert Emmet CDP often calls for volunteers for a specific project or task. This will happen through email, text, word of mouth or website.

An individual or group may approach Robert Emmet CDP with an idea or proposal.

The project welcomes and encourages volunteers into the project but is not always in a position to accept offers from all volunteers for a range of reasons. A volunteer may not be suited to a particular activity within the project and will be encouraged if feasible to try a different activity or organization. The project may also not have the resources to run a particular activity. The offer may well not fit within the annual workplan. This should not discourage potetnial volunteers and the project will often consider incorporating offers at a later time or within a different context.

The Project will make every effort to have all offers dealt with promptly and, be given a warm welcome, which reflects the value, we give to volunteers.

Volunteer Participation
Volunteer opportunities may arise in the following areas.

Afterschool Project
Youth Activities
Environmental Work
Senior Citizens
Heritage / Cultural Events and Programmes

Roles or opportunities are also available

- Management Committee
- By fundraising
- By establishing and running your own club.
- By running a sports programme or outdoor activity
- By taking part in an event or activity for one day
- By supporting with IT ; Website/Activity

Volunteer Recruitment

Interviewing
Prior to being assigned or appointed to a volunteer role, all volunteers are briefly and informally interviewed to ascertain their suitability for and interest in that position.

Role Description
Robert Emmet CDP will provide Volunteers with documents outlining the expectations of the volunteer and in most cases a specific role.

Volunteer Training
Volunteers will receive an informal induction to the organization, to include introduction to staff, overview of organization, overview of policy/procedures, overview of role description, tour of office/ building and facilities.
All Volunteers working in the Afterschool or Youth groups are required to take part in Child Protection Training (This training will be provided by Robert Emmet CDP). Other training may from time to time be available, details of which will be circulated.

Garda Vetting
All Volunteers working directly with groups need to complete a Garda Vetting Form and can not be **in any unsupervised contact** with children in advance of completing the vetting process. Volunteers who refuse to Garda Vetting will not be offered voluntary roles. Even if an individual meets the requirements for Garda Vetting, the project may still feel they are unsuitable for the project.

Volunteers are also expecetd to participate in Child protection Awarenes Training which will be orgainsed by the project.

Probationary Period
All volunteers will have a probationary period of four weeks. During this period informal reviews with the volunteer will be conducted to asses how the relationship is going, see if changes are needed and check in.

Code of good Practice
Volunteers are expected to follow the code of good practice in the same way as paid members of the Robert Emmet CDP team. See Code of Good Practice enclosed.

References
All volunteers should provide two referees.

Volunteer Management

Supervision
Each Volunteer will be supervised directly by the project co-coordinator unless advised differently. The co-coordinator is responsible for the day to day management and guidance of the volunteer, and is available to the volunteer for consultation, assistance and to discuss any difficulties a volunteer may be having.

Absenteeism
If a volunteer is expected to be absent from scheduled activities, volunteers should inform the leaders as quick as possible so other arrangements may be made.

Confidentiality
Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer with Robert Emmet CDP, this includes information regarding staff members, volunteers, members of the community or other unspecific information.
Failure to maintain confidentiality will result in Robert Emmet CDP asking the Volunteer to leave the organization.

Under no circumstances should any volunteer represent the Project or their activity within the project, to any third party or take part in any publicity without recieicving the agreement and endorsement of the management of the Robert Emmet CDP. The welfare of an inidividual in a family, funding or other developments could seriously be jeopardised by doing this.

Concerns and Grievances
If you have a grievance during your time at Robert Emmet CDP you should approach the project co-ordinator / manager of the project who will discuss the matter with you. If the concern of grievance involves the manager, issues should be brought directly to the chairperson Bébhinn Nic Liam.

Maintenance of Records
Robert Emmet CDP maintains a system of records on each volunteer. Volunteer personal records are accorded the same confidentiality as staff personnel records.

Insurance
All volunteers are covered for activities with RECDP, Volunteers running their own activities in most cases should have their own insurance but should check with RECDP insurance to see if they are covered.

Leaving Robert Emmet CDP

Volunteers often particpate within a limited timeframe in an activity and the role automatically comes to an end. When this happens, efforts will be made to direct the volunteer towards other options that may suit the volunteer. At times a volunteer or the project may choose to end the relationship or the role organically comes to an end because of holiday periods, or reductions in funding. We will automatically resume contact with a volunteer again if the role demands volunteers. We fully appreciate that it may not suit people to resume their role and you should feel under no pressure to come back to the project .

Robert Emmet CDP staff and management fully appreciate also that not every situation suits everyone. Volunteers may find themselves in a position, having made a commitment which they then find difficult. We would like to encourage all volunteers to discuss any difficulties with us in an effort to seek a resolution. The management and staff bear no ill will towards any individual who for whatever reason feels they can no longer continue to volunteer with the service. We would like all volunteers to give us as much feedback as possible before leaving and have a simple form we would ask people to complete. This is so that the CDP can learn form your experience with us.

THIS POLICY DOCUMENT IS A WORKING DOCUMENT AND IS REGULARLY REVIEWED - IT WAS UPDATED IN SEPTEMBER 2013 AND WILL BE REVIEWED AGAIN WITHIN 12 MONTHS.

IF YOU HAVE ANY FURTHER QUERIES PLEASE DON'T HESITATE TO CONTACT US.

THANK YOU FOR TAKING THE TIME FOR READING THROUGH THIS DOCUMENT.