**WHARE TIMATATANG HOU ORA Inc.**

**JOB DESCRIPTION FOR VOLUNTEERS**

Volunteers and paid workers are involved with all policy making decisions as Refuge and are free and encouraged to participate in all meetings especially those in which decisions directly effecting Refuge and/or volunteers are being discussed.

The extent to which individual volunteers commit themselves is very much a personal decision and will depend very much on their own interest and commit skills and time.

While it has been customary for volunteers to set their own level of commitment there are also certain responsibilities which volunteers or potential volunteers should be prepared to meet. We see these responsibilities as going hand in hand with being a volunteer for Refuge.

**A VOLUNTEER HAS A RESPONSIBILITY TO:**

1. Be responsible for the time you have committed to Refuge while on roster
2. Be prepared to support programmes, courses etc., organised for volunteers benefit
3. Have regular contact with other volunteers and paid workers
4. Regularly evaluate own commitment to Refuge;
5. Be familiar with and supportive of the aims and objectives of the Refuge and to constantly keep them in mind when working with clients;
6. Continue self-education in the area of family violence
7. Ask for help if it is needed

**THE REFUGE IN TURN HAS RESPONSIBILITIES TO VOLUNTEERS TO PROVIDE THE FOLLOWING:**

1. An adequate orientation programme to introduce Refuge policy, aims and objectives.
2. Relative training on joining Refuge and on-going training for volunteers
3. Direction and guidance where needed
4. Practical help and assistance
5. Regular contact with other volunteers and paid workers
6. Use of Refuge vehicle ( for Refuge business)

**WHAT VOLUNTEERS DO**

While it will be a personal choice for each person to decide the area they will put their energies, we hope that all volunteers will see it is part of their commitment to keep sufficiently involved as to know what is going on. We will always attempt to keep contact with each volunteer and keep them up to date with relevant information.

**TELEPHONE ROSTER**

This is the one thing that the majority of volunteers are involved in together. It entails making yourself available to do telephone duty during the week.

As we work through an extremely efficient answer service it is possible to do roster in your own home (volunteer’s numbers are kept confidential) or at the house itself. While the former is often more convenient we are trying to encourage volunteers to try and do one duty a month at the house. This is seen as a way of volunteers keeping in touch with what is going on there and also enables the women and the volunteers to see more of each other.

**PICK UPS**

Volunteers are responsible for transport of women and children to the house in their roster time.

Once a woman becomes a resident at the house she may need volunteer support in her initial approach to doctors, police and or lawyers etc.

Volunteers may be required by individual residents as a listening ear, a confident an advisor or a friend. Some volunteers with transport offer their services if vehicles are needed. Still others want to work with the children and will come to the house and mind children while their mothers go to appointments or perhaps help their children’s worker and take the children out to give the mothers a break.

As we are responsible for the grounds of both houses there is also need for help there too.

Naturally we hope that all volunteers will actively get involved in any project that Refuge launches such as fundraising, working bees and the like.

If donations of clothing or food come through you it would be a help to if paid workers can make arrangements to pick this up or have it dropped at the office. Please ask for a name and address so that a letter of thanks can be sent.