



Volunteer Recruitment

Volunteer Finding / Matching Websites

The following are general volunteering websites which allow you to post volunteer opportunities for free. Prospective volunteers are able to search for volunteer opportunities by postcode, 'type' of opportunity (e.g., youth, education, multicultural, etc), keyword, etc.

- Go Volunteer: www.govolunteer.com.au
- Victoria's Volunteer Portal: www.volunteer.vic.gov.au
- Volunteer Match: <https://probonoaustralia.com.au/volunteer/>
- Infoxchange: www.infoxchange.net.au
- Seek Volunteer: www.volunteer.com.au

The following sites are more specialised – they attempt to match volunteers with specific skills to fill certain roles within organisations. These sites are particularly useful for smaller organisations that might need volunteers to help out on an as-needed basis – e.g., with accounting, graphic design, web design, etc.

- Good Company: www.goodcompany.com.au
- Volunteering Victoria promotes volunteer opportunities for member organisations only (there is a fee involved): <http://volunteeringvictoria.org.au/go-volunteer/>

Word of Mouth

Research shows that word-of-mouth is by far the most common way that people become

The Centre for Multicultural Youth is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia.

Centre for Multicultural Youth
304 Drummond St, Carlton VIC 3054

T (03) 9340 3700 • **F** (03) 9349 3766
info@cmy.net.au • cmy.net.au



This work is protected under the Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Australia licence: You may not reproduce or copy photographs.

You may download, share, display, print and reproduce this material in unaltered form for non-commercial uses as long as you acknowledge CMY (and any other nominated parties) as the source. Full terms at: creativecommons.org/licenses/by-nc-nd/3.0/au/ or www.cmy.net.au/ copyright. This document was first published in February 2014.



CMY acknowledges the support of the Victorian Government

involved with volunteering (which means that the more your support and value your existing volunteers, the less time you will need to spend on recruiting new ones!)

There are ways you can make the word-of-mouth recruitment process more formal, for example:

- Create an email for circulation, with a prominent subject line (e.g., 'Volunteers needed to support students who speak English as an Additional (EAL) Language'). Keep the email brief – outlining what the role is, the location and days/ times that volunteers are needed, and expectations. Ask your existing volunteers and co-staff to forward to family, friends and colleagues who might be interested.
- Ask your volunteers to add a 'personal message' at the top explaining what homework club means to them.
- Distribute among your networks and ask them to forward on.
- Hand out small flyers to volunteers, colleagues, etc., and ask them to pass on.
- Promote volunteer vacancies in newsletters that your program/ organisation sends to volunteers and supporters.
- Consider using social media sites such as Facebook to allow existing volunteers to promote the program
- Do you keep in contact with former students? If so, think about inviting them to be involved as volunteers!

Local Council

Most councils have at least one staff member who is responsible for promoting and supporting volunteering in the council area. Call your local council and ask to speak with that person – they should be able to provide great advice about finding volunteers from the community. See the following website to find your local council:

www.dpcd.vic.gov.au/localgovernment/find-your-local-council

In addition, some local councils have volunteer-matching services on their websites – you can post your volunteer vacancies on these sites for free (even if your council does not have such a service, you may be able to use neighbouring council websites!).

See the following:

- City of Casey: www.volunteermatcher.com.au
- Hume City Council: www.hume.vic.gov.au
- Hobsons Bay City Council: www.hobsonsbay.vic.gov.au
- Shire of Yarra Ranges: www.yarraranges.vic.gov.au

Volunteer Resource Centres

Volunteer Resource Centres exist around Victoria to support volunteer-involving organisations with recruitment and management of volunteers. It would be worthwhile contacting your local VRC staff by phone to ensure that they are familiar with the needs of your program. That way, when they are contacted by prospective volunteers, they will be able to refer the right people to your program. VRCs also often run network meetings and Professional Development that you can become involved with, and some will even post your vacancies on volunteer websites for you.

Tips: What to put include in your advertisement / email

- Think about the key words prospective volunteers might use when searching online for volunteering opportunities – try to use these words in your posting. E.g., 'tutor', 'EAL', 'refugee', 'education' etc.
- Make the ad simple and to-the-point, yet make sure the role is clear – in most instances you should be able to attach a separate role description for those wanting more information.
- Eliminate unsuitable volunteers by making clear what is required. You might like to mention:
 - » days/times the program operates
 - » program location
 - » volunteer expectations/attributes
- Include information about your screening procedures and include a Child Protection Statement –promoting your programs commitment to protecting the safety of its students.
- Mention the benefits of the program – for students and for volunteers. Consider including a photo or quotes.

Eastern Metropolitan Region:

- Boroondara Volunteer Resource Centre (Camberwell, Hawthorn, Kew, Surrey Hills)
www.bvrc.org.au **(03) 9278 4550**
- Eastern Volunteers (Box Hill, Ringwood and Yarra Ranges areas)
www.eastervolunteers.org.au **(03) 9870 7822**
- Monash Volunteer Resource Centre (Chadstone, Clayton, Glen Waverley, Oakleigh)
http://sev.org.au/ **(03) 9562 0414**
- Volunteer For Knox (Bayswater, Ferntree Gully, Rowville, Wantirna)
www.volunteerforknox.com.au **(03) 9729 9499**
- Volunteering in Manningham (Bulleen, Doncaster, Nunawading, Templestowe, Warrandyte)
www.manningham.vic.gov.au/volunteering **(03) 9841 4215**

Western Metropolitan Region:

- Volunteer West (Maribyrnong, Hobsons Bay, Brimbank, Melton, Moonee Valley, Wyndham areas)
www.volunteerwest.org **(03) 9687 7661**

Southern Metropolitan Region:

- Frankston Volunteer (Seaford, Frankston, Langwarrin)
www.impactvolunteering.org.au/
- Volunteering Glen Eira (Elsternwick, Caulfield, Ormond, Bentleigh)
www.cige.org.au **(03) 9571 7644**
- Mornington Peninsula Volunteer Resource Service (Flinders, Hastings, Mornington, Rosebud)
www.mornpen.vic.gov.au **(03)5950 1223**

Northern Metropolitan Region:

- CISVic (Bundoora, Greensborough, Heidelberg, Rosanna, Watsonia)
www.cisvic.org.au/getting-help/volunteering **(03) 9458 3777**
- Whittlesea Community Connections (Epping, Lalor, Mill Park, Whittlesea)
www.whittleseacommunityconnections.org.au **(03) 9401 6666**

Regional Victoria:

- Volunteering Geelong (Geelong, Grovedale, Lara, Portarlington areas)
www.geelongaustralia.com.au (03) 5221 1377
- Volunteers @ Warrnambool (Allansford, Dennington, Warrnambool, Woodford)
www.warrnambool.vic.gov.au (03) 5559 4915
- Albury Wodonga Volunteer Resource Bureau (Albury and Wodonga areas)
www.vrb.org.au (02) 6021 0990
- North East Victoria Community Skillsbank (Benalla, Shepparton, Wangaratta, Yea)
www.nevictoria.skillsbank.com.au (03) 5762 4311
- Ballarat Volunteer Connections (Ballarat, Buninyong, Sebastapol, Wendouree)
www.ballarat.vic.gov.au/pc/volunteering.aspx (03) 5331 8654
- Volunteering Western Victoria (VWW)
www.centreforparticipation.org.au
- Bendigo Volunteer Resource Centre (Bendigo, Eaglehawk, Epsom, Golden Square)
www.bgovolunteers.org.au (03) 5441 1404
- Mount Alexander Volunteers (Castlemaine, Guildford, Harcourt, Maldon, Taradale)
www.mountalexandervolunteers.org.au

Media

Articles in local newspapers are a fantastic method of recruiting new volunteers. Think about when you are going to need significant numbers of new volunteers and plan accordingly. Local newspapers may like to speak to program coordinators, volunteers and students about what the program means to them. A photograph* is always good – the newspaper will probably send their own photographer, otherwise you may like to provide one. For a full list of local newspapers in Victoria, see:

www.newspapers.com.au/vic

Community Radio and Television Stations. Community radio stations will often make announcements free of charge, or you may be able to post a listing on their website. For a list of Victorian stations, see:

www.cbaa.org.au

Universities and TAFEs

- Find out what courses are offered at Universities and TAFEs within the vicinity of your program. Try to contact staff about the possibility of talking about your homework club at the start of a lecture, or having an email forwarded to students.
- Display flyers on notice boards and in lifts in relevant departments.
- Many universities have staff/students who are involved in student volunteering. Call the university to try to identify/speak with these staff.
- Most University Careers departments allow not-for-profits to post volunteer vacancies for free. Look online or call careers departments.

Other

- Never underestimate the power of a great flyer in a great location! Flyers need to be eye-catching – make sure the word ‘volunteer’ is prominent – a photograph* from your program will also go a long way.
- School newsletters: provide information about the homework club, including a call for volunteers, in school newsletters in the local area.
- Contact local community groups and churches about your volunteer needs. E.g., Rotary, Lions Club, U3A, Neighbourhood Houses, ect.

***Student photos - don't forget!
If you do use photographs of
students, you MUST obtain
consent from students AND
parents/guardians.***