



## Volunteer Policy

### Introduction

This volunteer policy sets out the principles and practice by which the Daughters of Charity Ethiopian Province involve volunteers and is relevant to Daughters of Charity sisters, staff, volunteers and partner organisations. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in relation to the engagement and management of volunteers.

### Our commitment

The Daughters of Charity recognises volunteers as an integral part of their work. Their contribution supports our mission and strategic aims and complements the work of the Daughters of Charity sisters and paid staff. We aim to encourage and support volunteer involvement to ensure that volunteering benefits the organisation, beneficiaries and the volunteers themselves. We are committed to offering a flexible range of opportunities and to encouraging a diversity of people to volunteer with us.

### Volunteers are valued for:

- bringing additional skills and new perspectives to our work
- enabling us to be more responsive and flexible in our approach
- promoting and championing our cause within the wider community
- enhancing the quality of our work and beneficiaries experience

Volunteers may be involved on a one – off, short term or on a longer -term regular basis.

### Opportunities for volunteering

The opportunities for volunteering are many and every effort is made to match volunteer's expertise and skills with the volunteer placement:

Summer schools: teaching English, Mathematics, Music, and Sport.

Adult Education and Training: Computer, Catering, Health and Safety, Sewing/Embroidery and crafts, Hairdressing, Sport, Music.

Community Development: Capacity Building workshops, Project Writing, Report Writing, and Organizational Governance and Strategic planning.

Administration Support: Library, Archiving, Filing.

General maintenance e.g.: Painting, plumbing, carpentry, and electrician.

### The organisation expects volunteers

- to be reliable and honest
- to uphold the organisation's values and comply with organisational policies
- to make the most of opportunities given
- to contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- to be insured and to volunteer in a safe environment
- to carry out tasks within agreed guidelines
- volunteering gives one an opportunity to journey with some of the most disadvantaged ones in Ethiopia and those who work with them.

### Volunteers can expect:



- to have clear information about what is and is not expected of them
- to receive adequate support.
- to be treated with respect and in a non-discriminatory manner
- to have opportunities for personal development
- to be recognised and appreciated
- to be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- to know what to do if something goes wrong

### Health and safety



- Volunteers are responsible for bringing all necessary medication or medical equipment.
- Volunteers must avoid conduct that may lead to their becoming a victim of a safety or security incident.
- Volunteers are advised not to carry around valuable things like smart phone or expensive camera while walking especially night times, no material possessions are worth risking the life of any person. If faced with a demand for property, do not resist.

### Gift & Donation



- Volunteers should respect the values of their organization and the values of the Daughters of Charity.
- All the donations and gifts from Volunteers will be distributed according to the intention of the donors/ volunteer through the Financial Office of the Daughters of Charity in Addis Ababa
- If it is in kind and for specific projects a reporting system to the financial Office is required.
- Volunteers need to be careful not to create a set of expectations for the next group of volunteers