

# Employee Volunteering Program – how Volunteering WA can assist...

## Employee volunteering audit

*You would like to involve your employees in volunteering activities but do not know where to begin?*

Volunteering WA can conduct an audit to canvass the interests and passions of your employees. This information can be gathered by a combination of survey and focus groups.

## Volunteer opportunities for individuals

*Employees would like to volunteer, but do not know where to start?*

Volunteering WA can export our web-based search facility onto your web site so employees can readily locate volunteer positions. Volunteering boosts employee morale and increases their skills - an amazing variety of opportunities are available.

## Link teams of employees into volunteer positions

*You have teams of employees wanting to volunteer together on a particular day?*

Let Volunteering WA find the right opportunity. Our member organisations keep us posted regularly on positions they have available for corporate groups. We will source projects which are tailored to meet both the requirements of your specific team, and the needs of the community organisation. (The fee for this service varies according to the number of projects and individual employees.)

## Liaison

*No time to tee things up?*

Volunteering WA can liaise with the community organisation to secure volunteer placements, organise logistics and finalise details. We will ensure all parties' needs are met in order to make your project a success.

## Employee preparation

*Are your employees ready to volunteer?*

Volunteering WA can provide your employees with a 'Step into Volunteering' session that goes through the benefits of volunteering, types of volunteering opportunities available in the community, what to expect during the volunteer session, and the appropriate feedback following their volunteer experience.

## Evaluation

*Want to know how it went?*

We can collect feedback from employee volunteers and the community organisation to determine your impact, and write a full evaluation report which will measure the success of your program's objectives. This information may be used for promotional and marketing purposes.

## Record keeping and recognition

*Want to measure your impact?*

Volunteering WA has volunteer record-keeping software that allows you to record details of employee volunteering, the hours completed, and any training undertaken. This translates into statistical data for various levels of reporting as well as a tool for recognition of your employees' volunteer contribution.

## Fees for services

Corporate membership is a prerequisite for access to our wide range of products and services. A fee for each of the above products and services will be negotiated according to need. Please do not hesitate to contact Margaret Andrews on 9482 4333 or [margaret@volunteeringwa.org.au](mailto:margaret@volunteeringwa.org.au) for more information.

