

Trundle ABBA Festival Inc.

Volunteer Leaflet



Welcome to the Trundle ABBA Festival!

Thank you for volunteering your skills, experience and time to assist the team of the Trundle ABBA Festival.

This leaflet has been developed to serve as a quick reference guide to help you understand your role as a volunteer.

Volunteering plays a crucial role within our community in enhancing services, events and programmes. As a volunteer you are part of a team working to realise this vision.

Through volunteering you contribute to the community whilst enhancing your own skills and learning and developing new ones!

Volunteers Instructions

Thank you for Volunteering. Just a couple of things to be aware of:

- Take direction from the Trundle ABBA Festival Team Members.
- Positively interact with other volunteers, the Team, clients and the public.
- Support Trundle ABBA Festival Team Members and other volunteers.

Volunteers

You must sign-on and sign-off and record the location(s) you attended every time you perform your volunteer role. As a Volunteer, and you have signed in, you are covered under the Public Liability Insurance that Trundle ABBA Festival Inc., has in place for workplace injury whilst engaged in your designated volunteer role. As a volunteer you must only engage in activities that you have been directed to undertake by your supervisor.

Dress Code and Identification

As a volunteer of Trundle ABBA Festival Inc., you are required to wear a Trundle ABBA Festival Inc. lanyard.

Duty of Care

Volunteers are responsible for carrying out their duties with due care for the safety and well-being of others. Safety is everyone's responsibility. We are obliged to speak up, stop and report if we feel that someone or something is unsafe.

Media Comment

Volunteers MUST NOT make any comments to the media on behalf of the Trundle ABBA Festival Inc. Any request for a press release, statement or comment must be referred the Co-ordinator, Trundle ABBA Festival Inc.

Contact Information

Supervisor:	Pam Crowley	0409 771 320
Alternate Contact:	Sue Crowley	0418 451 369

Code of Conduct

- We comply with all laws and regulations.
- We act in fairness in our volunteering role.
- We respect the protect personal property of others.
- We maintain confidentiality.
- We do not use our position for personal gain.

Smile and have fun!