

UPDATE



volunteering waikato
"enriched lives and communities
through volunteering"

NEWSLETTER

MAY 2011

FOR YOUR
DIARY

May 23-24
VOLUNTEERING
NEW ZEALAND
CONFERENCE
Raising The Bar
volunteeringnz.org.nz

June 7
TRAINING
WORKSHOP
Designing Volunteer
Roles That Attract
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Volunteer Awareness
Week

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Awards 2011

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Volunteers
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From the General Manager...

We have some very exciting changes about to happen at Volunteering Waikato that will bring significant benefit to the communities in which we work.

Through a partnership with Trust Waikato, we will be launching a new programme, and employing a new staff member, to enable us to assist more community organisations, and more volunteers, around the Waikato Region.

This new staff member will be working to promote our services, particularly outside of Hamilton, and to ensure that our member organisations around the region are trained and supported to get the best result possible from their membership with Volunteering Waikato, particularly from their use of our online services.

At this stage, Volunteering Waikato is not known by many

people or groups outside of Hamilton, and we hope to change this significantly over the next few years.

In the past three years Volunteering Waikato has made such huge strides forward, working with more volunteers and community organisations than ever before, with less staff hours than at any time in the past ten years. This partnership, and the new staff member, will enable us to take the next step forward and help so many more groups find the volunteers they need, and help many more volunteers find a meaningful way to contribute to their communities.

Our partnership with Trust Waikato will also offer us support and expertise from their team, in order to work together to achieve the best possible outcomes for all stakeholders.

If you are a group outside

Hamilton, or have a branch or project outside Hamilton that needs volunteers, this is the perfect time to either become a member, or to list new positions for volunteers.

Finally I'd like to say a huge thank you to the trustees and the team at Trust Waikato - along with us they are very excited by this partnership, and we appreciate this opportunity to further our mission to promote, support and enable opportunities in volunteering, throughout the Waikato Region.

Those of us working in this sector understand the critical need for volunteers in our community, and we commend Trust Waikato for supporting us to support volunteering.

Heather Moore
**GENERAL
MANAGER**



SITUATIONS VACANT

Regional Co-ordinator (30hrs p/w)

The role of the Regional Co-ordinator is to assist Volunteering Waikato in meeting and surpassing our strategic outcomes by promoting our organisation and its services throughout the region, in particular areas outside of Hamilton. This position will encourage new membership, and provide training and support to member organisations outside of Hamilton.

To be successful in this role you will need to be a great networker, communicator and organiser with knowledge and experience in the not-for-profit sector. You need to have a proven track record in marketing and promotion, a current full driver's license, a reliable car, and lots of creativity and energy!

You will have the opportunity to work as part of an awesome team making a big difference in the community.

If this position interests you, call Heather on (07) 838 3919 or visit our website www.volunteeringwaikato.org.nz for a job description and application form.

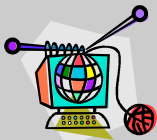
Applications close Wednesday, May 18, 4pm

Applications can be emailed to manager@volunteeringwaikato.org.nz, or post to General Manager, Volunteering Waikato, P O Box 19-111, Hamilton 3244



"Nobody can go back and start a new beginning, but anyone can start today and make a new ending."

~ Maria Robinson



ARE YOU PROFILED ONLINE??

Are you aware that every one of Volunteering Waikato's member organisations has the ability to have a profile on our website?

These profiles give potential volunteers some information about your organisation and what you do - helping them to make an informed choice about who they choose to volunteer their time for.

Do you have a profile? Only 64% of our members have set this up - have you??! It's free!

If you are not sure whether you have a profile or not, or if you would like help setting one up, give us a call and we can help!

Any questions? Phone Heather or Veronica.

From the Volunteer Co-ordinator...

Chicken or the egg? Which one came first? This question has been debated for many years and now Volunteering Waikato are considering a similar question – volunteers and voluntary positions. How do we attract volunteers to volunteering without a good selection of roles? We need roles from around the region to make the next phase in our growth successful.

It is an exciting time with a new team member about to join us, allowing us to expand our services and focus throughout the Greater Waikato. We can provide more support, the opportunity to increase your profile, expand your services and connect with more members of the community that you work with and of course – more volunteers!

Now is the time to consider what your organisation's needs are outside of Hamilton. Do you want to extend your services and/or programmes to more

people? Would you like to increase your profile and visibility in other parts of the Waikato region? It is a period of growth for us, it may take a little longer than our normal recruitment process, but be assured we are making all of the right moves to reproduce our success in areas outside of Hamilton.

Expanding rapidly does not come without challenges but we are committed to providing the same awesome and consistent service to all of our Member Organisations and their programmes. With a Regional Co-ordinator joining the team it means that expanding our profile and service should happen smoothly. We have a budget to advertise in local newspapers around the region, and have been doing so for the last few months. If you have a branch outside of Hamilton, get them to call us today to discuss their volunteer needs and how they can get the best out of the team here at Volunteering Waikato.

We have a new look website, it

still has all of the same functions and ease of use. The website never closes and allows organisations to access our services anytime, day or night. It also means volunteers can search and apply for roles from the comfort of their home.

To improve the number and quality of applicants, consider how a catch line in your outline of duties will entice prospective volunteers to your organisation. Volunteers are also able to view your organisation's profile while they are surfing our website looking for a role so it is important to ensure you have a profile of your organisation visible on our website. You can complete or update your profile from your dashboard once you are logged in. If you have any questions on how to do this, give Heather or me a call or email.

I'm off to celebrate...

Veronica Keats

VOLUNTEER CO-ORDINATOR

Notice anything different - we've had a facelift!!

The screenshot shows the homepage of the Volunteering Waikato website. At the top is a navigation bar with links: Home, Want To Volunteer?, Need Volunteers?, Training Services, Resources, News & Events, About Us. Below the navigation bar is a large banner image of a group of volunteers in green shirts. To the right of the banner is a 'Featured Volunteer' section for Bridget Marr, with a small photo and a quote: "Being an IHC volunteer is like getting a whole new perspective on the world. We are so... more!!". Below the banner are three statistics: 18348 Referrals To Date, 174 Member Organisations, 198 Current Positions. Below the statistics is a section titled 'SITUATIONS VACANT' with a sub-heading 'Join our awesome team!' and a listing for a 'Regional Co-ordinator' (30hrs per week, paid position). To the right of this is a section titled 'Volunteer Roles That Attract' with a sub-heading 'Training Workshop: 07 / 06 / 11'. Below the 'SITUATIONS VACANT' section is a 'Registered Volunteers' section with a 'Click here to log in' link. Below the 'Volunteer Roles' section is a 'Member Organisations' section with a 'Click here to log in' link. At the bottom of the page is a footer with contact information: Phone (07) 839 3191, Click here to email, and Level Two, Caro St Community Building, Cnr Caro and Anglesea Streets, Hamilton.

Volunteering Waikato's website has had a facelift, with a completely new look.

Our aim is to make the website and all of it's functions as user-friendly as possible, and we hope that you find the new site even easier to navigate than before.

If you have any questions or any feedback, we would love to hear from you - phone Heather or Veronica on 07 839 3191.

A big thank you to W3 for their time and expertise on our awesome website!

From the Community Project Co-ordinator...

The past month has seen some great projects completed by groups for our member organisations. Genesis Energy once again provided staff to complete two projects in April. Firstly they did a great job of finishing the garden revamp that they started at the end of last year, and also some painting at Rhode Street School. It was a wet day but they soldiered on and got the work done. The school is looking superb as a result.

Another team from Genesis Energy also spent the day helping CCS Disability Action with their respite house in Claudelands - it's always great when a group of volunteers can spend eight hours on a project as you can really see the results. The team did a great job of cleaning the house and giving the gardens a good tidy up.

A group of students from Train Me were invaluable with their support for Show Time at the

Claudelands Events Centre. They started with the staining of 30 + picnic tables, then helped to get the show up and running with moving sawdust into the animal pens, and some creative work. Both teams were rewarded with free passes to the show, which went down exceptionally well - and was a great reward for the great job the volunteers had done.

My main focus at the moment is to increase the number of Employee groups that Volunteering Waikato works with. Employee volunteering is a business/statutory organisation encouraging and supporting their employees to carry out voluntary work, which is unpaid, done of their own free will and for the common good.

This allows for team building outside of the office, creates better relationships with co-workers, whilst assisting the community and improving the

way the companies are perceived by the public. If the project is right it can also be an avenue for training, professional and career development.

If you know of an employee group who would like to volunteer their time, we can custom make a project to suit their requirements, and for the benefit of their company and employees. I look forward to hearing from you about this.

Have a great month!

Charly Ainscough
COMMUNITY PROJECT
CO-ORDINATOR

"Volunteers don't get paid, not because they're worthless, but because they're priceless"

2011 Volunteer Awareness Week

"Every Minute Counts"

"Volunteering – every minute counts" will be the theme for the 2011 Volunteer Awareness Week which will take place from 19th – 25 June.



The theme will highlight that volunteers provide an invaluable contribution to our society and that every minute of their work counts. For those who manage/organise volunteer programmes this means they need to consider how they can be flexible in how and when they involve their volunteers so as to enable everyone – even the busiest – to have the opportunity to volunteer. For everyone who is considering volunteering, it means that every moment of their busy life they can spare for volunteering is valuable because volunteers all contribute no matter what amount of time they give.

Volunteering New Zealand is currently working on promotional materials and other resources for the Week. They should be produced by the end of April and their availability will be announced on the Volunteering New Zealand website: www.volunteeringnz.org.nz



Volunteering Waikato thanks the following Funders, Sponsors and Supporters:

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Trust Hamilton,
Southern Trust,
Thai Classic,
The Base, Trust
Waikato,
United Video,
Waikato Times,
WEL Energy Trust,
W3



volunteering waikato

"enriched lives and communities
through volunteering"

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Upcoming Training Workshops

Bees To The Honey Pot

Designing Volunteer Roles That Attract

- Tuesday 07 June, 9am-1pm

Volunteers are as often drawn to an organisation as they are to a particular role. While they may have a sense of the work they would like to do, volunteers mostly want to make a difference through involvement in useful work that has a clear purpose. Getting clear about the kind of roles you can offer and then creating well-written job descriptions helps everyone understand what is offered and expected.

PLEASE SEE ENCLOSED REGISTRATION FORM!

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Recruiting Volunteers

- Tuesday 05 July, 9am-1pm

Finding the right volunteers for your programme is more than simply locating warm bodies. Most people don't volunteer because they aren't asked - it's far more difficult to turn down a specific invitation. Knowing exactly the kind of volunteers you seek and going directly to them will reap positive recruitment rewards.

Facilitator: Jenny Magee. Places are limited.

**Registration forms available from www.volunteeringwaikato.org.nz
or email admin@volunteeringwaikato.org.nz**

Warm bodies, anyone?

Every now and then I come across a non-profit organisation that proudly says it will take anyone who volunteers, so long as they are breathing.

And I'm surprised that they are so desperate that anyone will do.

Astonished, in fact, that there is so little regard for the organisation that they don't mind who represents them.

Astonished that there is so little concern for the clients that they don't mind who delivers their services.

Astonished that there is so little care for the volunteers, that they don't mind the risk of placing them in inappropriate and ill-fitting roles.

No-one volunteers to do a bad job, and many of the challenges in working with volunteers come back to the wrong person in the wrong role. The energy

and resources required to fix the mistakes and mend the relationships far outweigh the effort of making a good initial decision.

In preparing to involve volunteers, one of the most important steps is to be really clear about what you want them to do and how you will know when they've done it well.

Sounds simple? Sound familiar? In fact it's exactly what you would expect as a paid employee. After all, we wouldn't pay someone to stand around until there's something for them to do. So why wouldn't you have clear expectations for volunteers?

Role descriptions don't have to be long or complex. There are some excellent templates available to help you - Volunteering Waikato has one on its website.

Creating the description helps you clarify your thinking about

what you really want the job to achieve. And that's got to be good for you, for the clients, the organisation –and the volunteer.

Jenny Magee

Jenny Magee has spent almost 25 years immersed in community organisations, managing, growing and supporting large teams of volunteers. As a trainer and coach she helps organisations with volunteer management, governance and diversity. Contact her on 0274 863 623 or visit www.jennymagee.com.

Does your organisation's Chairperson need help?

'From the Chair' is a mentor programme designed to support Chairpersons of non-profit boards & committees. The small group meets monthly for practical ideas and peer support.

For more information, please contact Jenny Magee, phone 0274 863 623 or email jenny@jennymagee.com