

How we work with Volunteers: A guide to the supports we provide

you to our volunteer registration form. Please try and give us as much information on this form as possible as this will help us help you.

Once you have filled in all relevant fields click the "register" button and your registration is complete and you will receive an automatic email from us explaining how the service works. Then within the next 72 hours you will receive a welcome email encouraging you to select up to three volunteering opportunities that are of interest to you, if you have not already done so.

The second way to register is to meet with our placement team and they will assist you in filling out the form. During the meeting you will also get the opportunity to discuss possible volunteering opportunities available in your area that match your interests and skills.

If you know what opportunities you are interested in pursuing, please feel free to apply straight away once registration is complete. Alternatively we are available to meet with you to assist in choosing the best suited opportunities.

Registering Interest in an Opportunity

This is where you see one or more opportunities on the database that you are interested in. To let us know, you need to "Register" your interest in them. At this stage you are still not committing to a role, you are just showing an interest, but we ask you to limit this to just three opportunities at a time. You can go back and look at more if they do not work out.

How do you register your interest?

If you are doing this online, just click on the "Register" button and enter your email address. - Alternatively give us a call.

Contacting the Organisation

- Once you have applied for some volunteering opportunities on our database, we will then proceed to contact the relevant organisation on your behalf and pass on your contact details plus other relevant information. We will keep you informed also about what contacts have been made and with which organisations.

- If you wish to contact the organisation yourself, let us know and we will give you

details of the contact person in that organisation for the vacancy you are interested in.

- Each voluntary organisation has its own recruitment process, and you will need to follow that process to apply to be a volunteer with them. Our database should detail what that process is – it may just be an informal chat, you may need to fill in an application form, and for some you will need to undergo Garda Vetting. We can answer any questions you have.

Please note: that when you choose a volunteering opportunity with an organisation who has published their direct contact details, this means the responsibility is solely on you as the volunteer to contact the organisation directly. These opportunities are more often opportunities available to Meath volunteers but based in other counties. In these cases we follow up with you rather the organisation approximately six weeks after applying.

Follow-Up

We like to try and keep in touch with you while you are applying for a vacancy, so if anything happens - such as you start

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volunteering, or you decide not to do it, or you have been in touch with the organisation and they have not been back on to you - please let us know.

You may also receive emails or calls from us just to check in with how things are going.

Regular Updates & Contact

Every 3 or 4 weeks we will send out a list of the new once-off/time limited opportunities that are available.

De-Registering

If at any stage you wish to be removed from our database, please let us know and we can de-activate your file.

What Do We Expect from You?

That you keep us updated:

We ask that you keep us up to date on how you are getting on both during and after the placement process as not only does it enable us to help you, but it helps us to identify where services can be adjusted or improved.

We will also seek feedback on our service once a year, so please complete the questionnaire we circulate at that time as it will help us identify and enhance our service delivery to volunteers.

That You Keep Your Organisation Updated:

It is important that you also keep the organisations you have expressed an interest in volunteering with up to date. For example if you are unable to start volunteering until a few weeks after the start date inform them of this or if you are no longer interested in volunteering with them give them sufficient notice to cover your shift. Please let them know, or you can let us know and we can pass on the news.

Recording of Information

In addition to the information you provide on registration, our database allows us to record notes on the contact we have with you. This will generally include the date of the conversation and any important information discussed. We will also record the opportunities you are interested in, when you have started volunteering and the estimated number of hours you will be volunteering.

Refusal of Service

Under certain circumstances Meath Volunteer Centre may refuse to accept a registration, or refuse to place volunteers with an organisation. This may be due to inappropriate or unsafe behaviour.

Compliments and Complaints

Meath Volunteer Centre welcomes all feedback, both positive and negative as it allows us to deliver a better service to the community. Please address your comments to:

The Manager
Meath Volunteer Centre
Unit 7, Kells Business Park,
Cavan Road,
Kells,
Co. Meath
or by email to info@volunteermeath.ie

Meath Volunteer Centre is managed by Meath Partnership and funded by the Department of Environment, Community and Local Government. MVC is part of a wider network of volunteer centres and a member of Volunteer Ireland. Further information on the network can be found at www.volunteer.ie.

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