

Volunteer Starters Guide 2016

**Abstract**

Thinking of volunteering? This guide will give you some general information about volunteering and what volunteering means for Boost Foundation. We will give you an idea of what we expect from you and what you can expect from us. Information about how you can join and the reasons for joining us will be explained.

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# What is a volunteer?

If this is your first time being a volunteer then you may be wondering what volunteering exactly means. Volunteers are people from all walks of life, all ages and stages. What they have in common is the desire to make a difference in their community – and in their own life – by giving their time and effort to projects and tasks that take place with a not0for-profit organization. Volunteers are involved in virtually every aspect of society including health, education, social services, youth, sports and recreation, culture, the arts and the environment. Some volunteers give just one hour of time each week; others devote many hours or even months. Volunteers are involved in once-off events, as well as ongoing activities. Some choose to volunteer out in the community, others are virtual volunteers and do their volunteering from the comfort of home. Volunteers can work on their own or with others, do hands-on work or volunteer at an administrative or leadership level. Volunteers are people just like you.

In general volunteering:

* benefits the community (others) and the volunteer
* means no financial payment – in a position not designated as paid
* occurs in the not-for-profit sector
* addresses human, environmental and/or social needs
* respects the rights, dignity and culture of others
* promotes human rights and equality

Volunteering does not replace paid workers or constitute a threat to the job security of paid workers.

# What does it mean to be a volunteer for Boost foundation?

Within Boost foundation, we have two types of volunteers. We call them ‘Level-One volunteers’ and ‘Level-Two volunteers’. A ’Level-One volunteer’ is a volunteer that will be assigned to tasks that are conducted within the local areas and are more involved in administration or managerial based. For example a volunteer that will help with adjustments to the Website or help with translating will be considered a ‘Level-One volunteer’. A ‘Level-Two volunteer’ will be assigned to tasks that have more risk involved. These volunteers have tasks that are more project oriented and are more likely to work on long- term tasks or are going abroad. For example a volunteer that is sent abroad to teach English at schools will be considered a ‘Level-Two volunteer’. For Boost all volunteers are important. You play a big role in our organisation and both ‘level-One’ and ‘level-Two’ volunteers are highly appreciated and needed. The Boost Foundation motto states that "Together we change the world", and volunteering for Boost means that you are part of this movement. This means that your time and energy will be used to make this world a better place. Volunteering with us is something you do willingly and because you get satisfaction from the values ​​and goals of Boost Foundation.

# Why volunteer for Boost Foundation?

Boost Foundation appreciates the dedication and support of all volunteers, because it allows us to reach our goals. Volunteers are very important for the organization and nearly every person in Boost including the committee are volunteers. Volunteering for Boost Foundation has its advantages.

- Every little bit helps: As a volunteer, you can make a big difference in the life of an individual, a community and the environment. You'll probably get a lot of satisfaction from the results you achieve by your hard work.

- Meet new people: Get involved as a volunteer with Boost Foundation, gives you the chance to meet lots of new people from different places, thereby increasing your network personally as well as professionally.

- Looking for a challenge: Volunteer for Boost Foundation is a challenge. Volunteering can help you achieve personal goals, develop new skills and allows you to reflect your talents.

- Enjoy what you do: Boost Foundation thinks it is important that volunteers derive pleasure from what they do, enjoy the experience and that it offers an opportunity for you to enrich your mind and body.

- Can improve your skills: Working as a volunteer, you can help improve your skills. Think of your career, a new job or your current job. Boost Foundation is convinced that the experience you gain as a volunteer can be very beneficial in the business area.

- Give back to others: Volunteering with Boost allows you to help people and contribute to making the world a better place. You experience different cultures and you help reduce inequality.

Research has also found a significant connection between volunteering and good health with reports showing that volunteers have:

* Longer lives
* Lower rates of depression
* Less incidence of heart disease
* Higher functional ability.

# What should you think about before you start volunteering?

There are some things you should think carefully about before you start volunteering. For example, what role has been reserved for you to volunteer? What would you like to do? Is there a particular goal you don’t want to do? Would you like to work alone or in a group? Would you rather be a 'level-One' or 'level-Two’ volunteer within Boost Foundation? Would you rather do practical work, or would you rather work with people? These are all questions that you should think about before joining us, so that you get the most out of your experience as a volunteer. Once you know why you want to be a volunteer you can become more goal oriented and focus on making your goals a reality. Be honest and open about what you would like, and in what area your skills are best expressed. Also think about how much time you are willing and able to devote to volunteering. This can vary from a single event or project, to stay abroad for a number of months. What skills can you do and what you want to express during your volunteer work? Consider also the preparation that may be required before you volunteer. These include costs, insurance and knowledge you need.

# What work can you get at Boost Foundation?

Boost foundation is a unique organization that has dedicated it’s time and effort to do different projects that will help different charity associations. This means that projects will vary over time from country and field. Boost foundation will have available tasks for both ‘Level-One’ and ‘Level-Two’ volunteers. The areas that we are considering are:

* Project involvement

1. Humanitarian
2. Environmental
3. Animal welfare

* Events

1. Fund raising
2. Spreading Awareness

* Office work / Administration

To find out specifically which positions are available contact Boost Foundation and ask them which positions are vacant at the current moment.

# how to Start volunteering for Boost Foundation

Boost Foundation is willing to give all people a chance to contribute to our goals. In order for the entire volunteer process to go smoothly we have a few steps that both the volunteer and the HR manager will have to follow. Boost Foundation implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through the Volunteer Proceedings; a recruitment and selection process that is appropriate to the role offered. Boost Foundation uses registration forms and informal interviews. Additional measures may be implemented depending on the nature of the volunteer role. A ‘declaration of good behaviour’ may be asked where appropriate. The process is conducted by appropriately briefed/trained staff and aims to allow both parties to give and receive sufficient information to assess whether the volunteer opportunities available match the potential volunteer's skills, qualities and interests. If unsuccessful, individuals will be offered an opportunity to discuss the outcome and identify possible alternatives within or outside Boost Foundation. Throughout the process it is important that both parties are communicative and honest to each other at all stages of the volunteer process.

# What can you expect from Boost Foundation?

All workers at boost foundation are volunteers. This means that your colleges and your supervisor are people that are doing what they do because they want to do it and do not get paid for their time, skills and effort. We are a community of volunteers working together to make a change. This means that you can expect a social and friendly work environment. At Boost we believe in helping each other. This means that you will definitely find support and motivation from other members but keep in mind that you are required to contribute to the team in any way possible. Boost foundation will give you a clear role description which should give you a good idea about what your exact tasks are. You will also meet one of the committee members before you start your task, this may be in the form of an interview or just a casual chat. The reason for this is to try and find out if you will fit in with the organisation. You should also try to find out whether the organisation or project is what you imagined it to be, and whether you really want to be involved with it. Any questions that you may have about your role description should be asked at this stage.

When it comes to support and supervision you can expect Boost Foundation to assign you to a supervisor. Your supervisor will be a named person who is responsible for you while you are volunteering, and you should have regular access to that person to discuss how things are going, whether by phone, email or in person. This person will ensure that, as a volunteer, you are given adequate support. If you are unclear about any aspect of your volunteering role, you should clarify it with us as soon as possible. Ask as many questions as you need to in order to feel comfortable in your role. Your supervisor is your contact person throughout your time at Boost unless stated otherwise. If you have any questions, concerns or if anything goes wrong, you can first contact your assigned supervisor and after that the HR manager if things are still not clear.

It must be noted that if you are a ‘Level-One’ volunteer you will have close contact with your supervisor and if you are a ‘Level-Two’ volunteer that you will have contact will more than one of the committee members since your responsibilities will include more departments and therefore you may have to report to a few different members.

# What does boost foundation expect from you?

We understand that this is volunteer work and are usually very flexible and understanding but we do expect a certain amount of commitment. It should be clear before you start to volunteer how much time you will be expected to give and the days on which you will volunteer. If there are any changes from either party then enough notice should be given so that we do not waste anyone’s time. Of course, it is reasonable for you to take time off for holidays, medical appointments or special events, as long as you give the organisation as much notice as you can. There may be times when you really can’t do something you have promised - everyone occasionally has a crisis which stops them doing what they planned. However, you should get in touch with us (before you were due to be there if possible, or as soon as possible afterwards) to explain what has happened. It is also important that you stick to the tasks that you have agreed to do in your volunteering role. You should not take it upon yourself to involve yourself in tasks or activities that are not your responsibility or to do things in a different way without discussing this with your supervisor first. We also expect a certain level of respect from you. For ‘Level-Two’ volunteers who are working on projects directly there is a certain code of conduct that is expect. This is understandable since you are expected to work with strangers and usually children or elderly people. The most important thing we expect from you as a volunteer is to have fun and enjoy your time with us. Let us know how you feel about things and keep us updated about your journey with us, so that we know when if we are doing it well or if we need to improve.

# Final comments

We are excited to meet you and to get to know you as a person and as a fellow Booster. You are highly appreciated and wanted even though there may be times where you don’t see this due to stress or other reasons. Please remember that we thank you for considering us and wanting to be a part of our movement to make a change. We hope that you will enjoy your time with us and that it will be an experience you will not forget.

