

volunteering
at inclusion
melbourne



about inclusion melbourne

Inclusion Melbourne was founded in 1948 by a group of parents who believed their children deserved a better life, with greater opportunities. Determined to build better lives for their loved ones, they established what was to become Gawith Villa in 1950.

Gawith Villa was guided by the fundamental belief that every person has the right to be regarded as an equal citizen. This symbolised a new era in disability support in Victoria and a move away from the outdated model of institutionalised care.

“...our support occurs
alongside people in
the community...”

Gawith Villa became Inclusion Melbourne in 2008 and we still firmly believe that everyone has the ability to contribute to society. To date, we remain the only disability service in Victoria to have transitioned from a centre-based model to a completely personalised support model for people with an intellectual disability.

That's what sets Inclusion Melbourne apart – all of our support occurs alongside people in the community and not in a centre.

Our work supports people to have the opportunity to foster real friendships and truly embrace and be embraced by their own community.

This makes Inclusion Melbourne's dedicated team of over 200 volunteers a vital part of our mission and model.

volunteering with inclusion melbourne



Six million
Australians
volunteer
every year!

Without volunteers, Inclusion Melbourne would not exist. Our volunteers bring unique skills and qualities that enrich the lives of the people we support. They make connections, build bridges and have the power to remove isolation and exclusion. Volunteers are an integral part of Australia's history and are utterly essential to the fabric of today's society.

Inclusion Melbourne connects volunteers with people with an intellectual disability. They do this through social outings, education and training, support in the workplace or general weekday activities. Volunteering at Inclusion Melbourne is about embracing inclusion, building relationships, taking steps toward a future full of opportunities – and having fun along the way!

In fact, many of the people we support are volunteers themselves, working as tour guides, in retail, as coaches, as friendly visitors, library assistants and many other varied roles.

the different faces of volunteering

A young professional wants to give back to the community and develop friendships outside his social circle. He signs up as a Leisure Buddy and spends one Saturday morning each month going to movies, having brunch and building a friendship with his new mate – a young man with autism.

A woman with a disability delivers library books to older people's homes, leading to many new friendships. She is supported by a paid worker to make sure things run smoothly.

A group of people from a local church drive a person with a disability to and from church every Sunday so they can practice their faith.

A retired person volunteers as a Friendly Visitor who regularly visits an elderly man living alone at home. Together, they enjoy a cup of tea, chat about the footy and reflect on old family photo albums.



everyone can be a volunteer?

Inclusion Melbourne supports volunteers of all cultures and abilities. Volunteer roles are suited to people who have a few hours of time to spare each week and are passionate about making a difference in a person's life.

The Inclusion Melbourne volunteer program provides ongoing support and training opportunities. We celebrate diversity and embrace people with additional needs.

When you volunteer with Inclusion Melbourne, you're helping another person fulfil their goals and build a better life.

Volunteering will boost your confidence and provide you with a sense of belonging. It is a gateway to:

- Build your CV and work experience
- Build skills in administration
- Make new friends
- Create lasting change in the community
- Pass on your valuable skills and insights
- Build a more inclusive society
- Build a sense of belonging

getting involved

Inclusion Melbourne's mission is to provide people with every opportunity to do the things they want to do, with the people that matter to them, in accepting and inclusive communities.

If you share our vision of an inclusive community and have the energy and commitment in improving the lives of others – please visit our website at www.inclusion.melbourne or email volunteer@inclusion.melbourne

We look for certain qualities in all of our volunteers: People who are friendly, responsible and trust-worthy. An interest in supporting people, but not necessarily experience, is also needed.

Many volunteering roles require a commitment of at least 6 months; some at designated times and others according to a flexible schedule. When it comes to making a commitment, we appreciate openness and clear communication.



what are the steps I take to become a volunteer?

- 1 Read through the different volunteering roles to get an idea of the type of roles and choose a role which best suits you.
 - 2 Attend an information session.
 - 3 Complete and return your application.
 - 4 Be interviewed by our volunteer support staff.
 - 5 Provide referees and complete a volunteer screening.
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To help get you started, we provide an induction training session and we will introduce you to the people you will be volunteering with.

If you have any questions or would like to discuss volunteering options please contact our Volunteer Manager on 9509 4266 or email volunteer@inclusion.melbourne

volunteer rights and responsibilities

your rights

- › To be clear about your role, including agreement about hours and conditions
- › To have access to information, training, support and supervision in your role
- › To be recognised as a valued team member
- › To have the ability to ask questions and have your views acknowledged
- › To receive fair and constructive feedback about your contributions
- › To be covered by appropriate insurance during the course of your volunteering and be in a healthy, safe work environment – with your gender, personal space, cultural and religious heritage, sexuality, abilities and lifestyle choices respected
- › To be consulted on matters directly or indirectly affecting you and your duties, including: reimbursement for out-of-pocket expenses, holiday breaks and information about the organisation's grievance procedure
- › To have full control over all of your private information, including accessibility to others, as well as reserving the right to choose not to answer questions that are personal



your responsibilities

- › To show commitment to your volunteer position by carrying out the duties listed in the volunteer role description
- › To be punctual and reliable and notify staff in advance of any changes to your availability
- › To respect the rights, privacy, views and diversity of all people associated with Inclusion Melbourne and to treat others with dignity and courtesy
- › To notify Inclusion Melbourne of any potential hazards, significant concerns or dangerous situations that you encounter as a volunteer
- › To respect and care for the environment around you
- › To support other team members and accept that people can make mistakes or change their mind
- › To ask others for support when needed
- › To work with us transparently and collaboratively to resolve conflict in line with our complaint and feedback processes

volunteer roles

leisure buddy _____



We match you to a buddy and take into account where you both live, and your shared interests. Buddies usually catch up for an hour weekly or fortnightly, mainly on the weekend.

[Minimum 12 month commitment]

community connector _____



Help a wonderful person take part in weekday activities in their local community. Activities range from enjoying a mosaics class or playing squash, to helping a person work in a local park.

[Minimum 6 month commitment]

volunteer tutor _____



No special qualifications are needed to become a volunteer tutor, just a willingness to assist students in class. All volunteer tutors are fully supported in their role by qualified teachers. Classes are held from Monday to Friday. Volunteer for one day or half day each week.

[Minimum 6 month commitment]

art mentor _____



Volunteer art mentors are recruited to work one-on-one with individuals at our studio. The idea is to create an environment where artists can fully express themselves, without the constraints of a group activity.

[Minimum 6 month commitment]

driver _____



Volunteer drivers assist with transporting people to activities, appointments & events. Usually one morning or afternoon per week.

[Minimum 6 month commitment]

[Additional requirement: Full driver's license with minimum 6 months experience]

friendly visitor _____



Volunteers of all abilities provide companionship to people in their own home, where a person may have limited opportunities for community connections.

[Minimum 6 month commitment]





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PO Box 8093, Armadale VIC 3143

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E. volunteer@inclusion.melbourne | W. inclusion.melbourne



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art
mentor



art mentor

share your creativity!

Inclusion Melbourne creates environments where artists can fully express themselves without the constraints of joining a group activity.

Art mentors volunteer one-on-one with artistic individuals, often leading to the formation of great friendships.

Volunteers and artists enjoy working at a studio or other locations, with mentors sometimes supporting artists to prepare for exhibitions or craft markets. They may also visit galleries or libraries to gain inspiration that helps to develop and encourage the artist's technique.

Art mentors at Inclusion Melbourne come from a variety of backgrounds; painters, illustrators, sculptors and photographers or anyone who is passionate about the arts. Art mentors live across Melbourne and come from a range of cultural backgrounds. Our art mentors bring their skills and experience to inspire and guide the artists, giving them freedom to indulge their creativity.

interested in becoming an art mentor?

Art mentors need to be aged 18+. We ask for a minimum six month commitment to ensure a meaningful connection can be formed and a lasting impact can be made.

No special qualifications are needed to become a volunteer art mentor at Inclusion Melbourne – just enthusiasm to assist people, a desire to share your talents and a willingness to have some fun!

The recruitment process starts with an information session and an interview. To find out more, please contact Inclusion Melbourne.



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Volunteer Support Team

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community
connector



community connector

have fun, help out, promote inclusion!

Play a vital role in enabling a fellow Melburnian to take part in weekday activities in the local community. From enjoying a game of squash, getting crafty in a mosaics class, assisting someone in a community garden, gym class or enjoying a stroll or coffee in the local neighbourhood.

Inclusion Melbourne seeks volunteers from all walks of life with a couple of hours to spare every week who is passionate about making a difference in a person's life and the life of our community.

interested in becoming a community connector?

Community connectors need to be aged 18+. We ask for a minimum six month commitment to ensure a meaningful connection can be formed and lasting impact can be made.

No special skills or qualifications are needed to become a volunteer community connector with Inclusion Melbourne. All you need is the enthusiasm to assist people and a willingness to have fun. Regular training and support is available to people who volunteer.

The recruitment process starts with an information session and an interview. To find out more, please contact Inclusion Melbourne.



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friendly
visitor



friendly visitor

have a cuppa, have a chat!

Friendly visitors provide companionship to an older person in their own home or out in the community. It's a vital program for people who may have limited opportunities to form vital social connections.

Our friendly volunteers visit people in their homes on weekdays for a cuppa, a chat or even an outing within the local area. Volunteers and the older person are matched with people on their mutual interests, locations, languages, background and needs.

interested in becoming a friendly visitor?

Friendly visitors need to be aged 18+. We ask for a minimum six month commitment to ensure a meaningful connection can be formed and a lasting impact can be made.

No special skills or qualifications are needed to become a friendly visitor with Inclusion Melbourne. All you need is enthusiasm and a willingness to have fun. Regular training and support is available to people who volunteer.

The recruitment process starts with an information session and an interview. All volunteers receive induction training and ongoing support.

For further information about Friendly Visitor services in your area please contact Inclusion Melbourne.



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*This initiative is funded by the Australian Government
Department of Social Services*

leisure buddy



leisure buddy

make a friend and make a difference!

Leisure Buddies create opportunities for volunteers and adults with an intellectual disability to make new friends.

Leisure Buddies are matched based on where they live and their shared interests. Buddies usually meet at weekends or after work to do things they both enjoy such as going for a coffee, watching a movie or going to the football. Spending time and forming a bond with a person may also give a carer an opportunity for a break.

interested in becoming a leisure buddy?

Volunteer leisure buddies need to be aged 18+, available for two hours or more per week or per fortnight, and be able to commit to a minimum of 12 months.

No special skills or qualifications are needed to become a volunteer leisure buddy with Inclusion Melbourne. All you need is the enthusiasm to assist people and a willingness to have fun. Regular training and support is available to people who volunteer.

The recruitment process starts with an information session and an interview. To find out more, please contact Inclusion Melbourne.



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volunteer tutor



volunteer tutor

share your skills, change a life!

Inclusion Melbourne invites you to share your life experience and provide assistance to adults with an intellectual disability in a classroom setting.

Come and join an award-winning team of dedicated volunteers who are helping our learners open doors to a future full of opportunity.

Our adult education classes are located in East Malvern. The classes provide vital skills and education for people to be fully included in their community. Courses include English literacy, money and financial literacy, numeracy, computing and general adult education. Volunteers are overseen and supported by qualified trainers.

Our Discovery Program in Sunshine delivers training to young adults with a disability in communication, numeracy and computer studies - skills required to lead a more independent life! Volunteer tutors will also actively support Discovery students to engage with the local community.

interested in becoming a volunteer tutor?

No special qualifications are needed to become a volunteer tutor at Inclusion Melbourne – just enthusiasm to assist people and have some fun! You need to be aged 18+ and commit to a half or whole day on a weekday for a minimum of six months.

The recruitment process starts with an information session and an interview. To find out more, please contact Inclusion Melbourne.



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