

# MONSU PENINSULA VOLUNTEER GUIDE



JOIN THE  
**MONSU CREW**  
FOR AN  
"OUT OF THIS WORLD"  
EXPERIENCE

# Volunteering - Snapshot

Volunteering is an amazing way for students to become involved in campus life. It gives students the opportunity to reach out and participate in the Monash Peninsula community, as well as the local Peninsula and Frankston community. Offering students with the opportunity to further develop work skills that are unique and valuable, whilst facilitating the development of professional networks.

Becoming a volunteer displays attributes of motivation, resourcefulness and leadership to prospective employers.

## Join the Monash Peninsula Volunteering community to:

- \* Immerse yourself in campus life
- \* Gain purposeful and work-related experience
- \* Develop personal and professional skills
- \* Develop professional networks
- \* Gain preparation skills for future leadership roles
- \* Make heaps of new friends
- \* Be part of making change within the Monash Peninsula Campus and wider community
- \* Enjoy rewards for your involvement

 .....**And most importantly, have fun!**

# Volunteering - Rewards

<b>Sign Up</b>	MONSU Lanyard with name tag
<b>Every Shift</b>	Free Coffee Voucher
<b>10 Hours</b>	Invitation to MONSU Appreciation Evening
<b>15 Hours</b>	Upper Deck Cafe Voucher
<b>20 Hours</b>	Hoyts Voucher
<b>25 Hours</b>	Woolworths Voucher
<b>End of Year</b>	Certificate of Appreciation



# Volunteering - Requirements

As volunteers will be a part of all MONSU Peninsula events and activities, there are a few requirements that need to be met:

- \* Be currently enrolled Monash students
- \* Possess a volunteer Working With Children Check
- \* Food Safety Certification

## What is a Working with Children Check?

A Working with Children Check (WWCC) is a screening process to assess people who interact with children in Victoria. It is necessary for all volunteers to hold a voluntary WWCC because of the diverse nature of the Monash community. There are many undergraduate students who start studying before they turn 18 (the legal age of adulthood in Australia).

You can apply for a WWCC by submitting an online application through the [WWCC website](#). Part of the application process requires proof of identity so make sure you have identity documents like your birth certificate, immigration card, passport or student ID readily available.

It takes approximately three weeks for the Department of Justice to process your application. If they need to spend more time investigating your application, this timeline may be longer.

## What is Food Safety Certification?

MONSU Peninsula is committed to running safe events for all students. All volunteers need to understand their responsibilities as food handlers and know the essentials of good food hygiene and food safety.

DoFoodSafely is a free, non-accredited, online learning program provided by the Department of Health Victoria and proudly supported by Queensland Health, South Australia Health and Tasmania Health.

DoFoodSafely is designed to enable you to understand how to safely work with, and handle, food in commercial settings.

Please enrol via

**Do Food Safety - Department of Health and Human Services Victoria Food Safety.**



# Volunteering - OHS

At MONSU Peninsula safety is a core value. Working safely is a condition of volunteering. MONSU Peninsula requires the cooperation and involvement of all staff and students involved with MONSU events and initiatives. A safe environment includes an environment in which all MONSU Peninsula personnel are professional and courteous. Bullying behaviour is not acceptable.

MONSU Peninsula will ensure that:

- \* Safety management systems are developed, implemented and continuously reviewed for effectiveness
- \* Resources include safe equipment and training is provided to manage safety
- \* Risks are eliminated wherever possible
- \* Consultation is undertaken with management and employees on the development, implementation and refinement of our OH&S systems and programs
- \* Provide and maintain a safe work environment for their staff, contractors and visitors
- \* Implement policies and procedures effectively
- \* Investigate and report on all incidents, including near misses
- \* Monitor their team's OH&S performance and strive for continuous improvement

All volunteers will:

- \* Work safely at all times to protect themselves and those working with them
- \* Participate in OH&S training, consultation and initiatives to improve health and safety
- \* Report all hazards and incidents, including near misses, to their manager/supervisor and assist with actions to reduce and eliminate risk
- \* Wear appropriate clothing and footwear for running events safely
- \* Advise the staff member in charge if they do not feel comfortable performing a task

