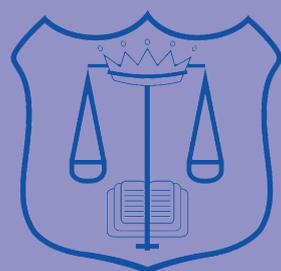


THE AULSS 2021 PRESENTS

VOLUNTEER HANDBOOK



AULSS

A decorative floral pattern in a light orange color, featuring stylized leaves and small circles, is positioned at the top of the page against a purple background.

Acknowledgement of Country

The AULSS would like to acknowledge the land on which the AULSS conduct our operations today belong to the Kurna people. We pay respects to their cultural, spiritual and physical relationship with the country as the traditional custodians of the Adelaide Plains, and extend our respects to the elders of the Kurna nation past, present and emerging. We extend that respect to Aboriginal and Torres Strait Islander people on this land.

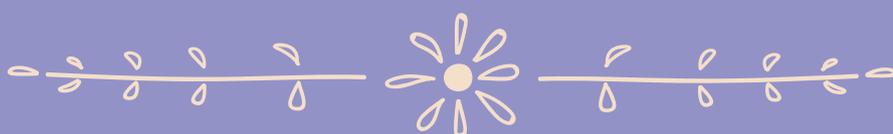




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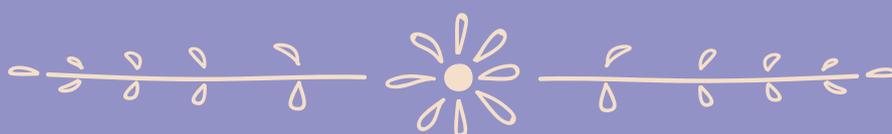
INTRODUCTION

Welcome to the Volunteer Handbook, your guide to navigating the volunteering opportunities and experiences around Adelaide!

Unfortunately due to COVID-19, some volunteer organisations and providers have decided to halt their operations for the present moment. These have been flagged with a * in front of the name. However, interested students can submit an online expression of interest and a resume/CV to be followed up once volunteering commences once again.

If you would like to get into contact with a previous volunteer at a specific location, contact socialjustice@aulss.org and we will endeavour to facilitate it.

Above all, don't forget to have fun and participate in activities and events that align with your own interests, values and goals. Every contribution counts, no matter how small you think it might be.





*Legal volunteering
opportunities
in Adelaide*

Southern Community Justice Centre (SCJC)

The SCJC is a not-for profit community based organisation which receives funding from the Commonwealth and State Attorney General's Department.

A first consultation is provide free of charge for clients in the catchment area. Further legal assistance and court representation can be free if clients meet the eligibility criteria outlined on the website. SCJC also provides legal education services.

Volunteers usually commit 1 day per week over 12 weeks. You will be assisting with administrative work, data entry, drafting legal documents and conducting legal research.

Areas of Practice

- o Criminal Law
- o Civil Law
- o Employment Law Family Law
- o Immigration Law



**Northern Community Legal Service*

The Northern Community Legal Service aims to promote access to justice by providing legal assistance and community legal education to thousands of disadvantaged and vulnerable South Australians.

Most people living or working within the catchment area receive a free first interview with a solicitor, upon which clients are informed of any costs for further legal representation. Financial assistance is provided on a case-by-case basis in accordance with eligibility criteria.

Areas of Practice

- o Civil Law
- o Tenancy and Neighbour Disputes
- o Motor Vehicle Accidents
- o Criminal Law
- o Family Law
- o Children and Child support
- o Domestic violence and intervention orders

The expression of interest form can be found at www.northernlegal.org.au/volunteer.



Environmental Defenders Office (EDO)

The EDO is an independent community legal centre that specialises in environmental law. As well as offering legal advice they often contribute to law reform and policy work, and conduct community legal education on environmental issues.

Volunteers are engaged as required by the organisation and due to COVID-19, there is no set time that volunteers are committed to as much of the work can be conducted online. Common tasks will include conducting legal research, helping with cases on a diverse range of projects from native title, to mining law, to conservation, and carrying out various administrative tasks.

Applicants would ideally have studied environmental law, and have a genuine interest in environmental issues.

For more information visit the EDO's website:
<https://www.edosa.org.au>



WOMEN'S LEGAL SERVICE OF SOUTH AUSTRALIA (WLSSA)

WLSSA is a non-profit organisation working to provide free legal advice and assistance to women in South Australia with a focus on women experiencing domestic and family violence, and Aboriginal and Torres Strait Islander women.

Volunteers will ordinarily work 1-2 shifts per week and will assist with the legal advice phone line, administrative duties and data entry, and be able to sit in on client interviews



Areas of Practice

- o Family Law
- o Criminal Law
- o Employment Law



The centre offers a summer and winter intake but applicants can send their application all year around to be considered for the upcoming intake.

To express your interest for a volunteer position, download the WLSSA application form from their website and send the completed form via email to admin@wlssa.org.au.

For further information about WLSAA see their website <https://www.wlssa.org.au/about/>

ROMA MITCHELL COMMUNITY LEGAL CENTRE (RMCLC)

Located on the Parade in Norwood, RMCLC provides pre-booked sessions with practicing solicitors who provide free legal advice to individuals. RMCLC is also affiliated with numerous Aboriginal Reconciliation events including Sorry Day, Candlelight Walks around Government House, and NAIDOC week.

Volunteers commit to either weekly or fortnightly shifts on Monday from 4:30-7:30pm or Thursday from 4:30-7:30pm.

Students are afforded the opportunity to sit in on confidential legal advice sessions and assist with legal research, record keeping, and drafting legal and non-legal letters and documents.

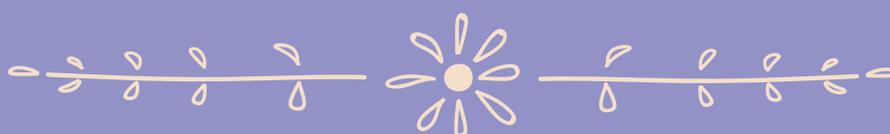


Areas of Practice

- o Civil Law
- o Criminal Law (minor offences)
- o Employment Law
- o Family Law



A resume and CV can be sent at any time to
rmclc@ozemail.com.au with a CC to
Patrickrmclc@gmail.com



ABORIGINAL LEGAL RIGHTS MOVEMENT (ALRM)

The ALRM is a not-for-profit and independent Aboriginal Community Controlled Organisation located on King William Street that aims to assist Aboriginal people, particularly those imprisoned or detained in custody. The goal is to reduce the helplessness and oppression faced by Aboriginal people through the use of the law.

As a volunteer you will be helping with office administration, research tasks, community legal education, book keeping and financial counselling.

Applications for volunteers are accepted through ALRM on a rolling basis. You will be required to submit an online form, including your resume here:
<http://www.alrm.org.au/volunteer/>



UNITING COMMUNITIES LAW CENTRE

The Uniting Communities Law Centre is a non-for profit organisation providing free legal information, advice, and representation to vulnerable and disadvantaged people from low socio-economic backgrounds. They provide services in Medindie Gardens and in the city. Volunteers can be legal or non-legal.



Areas of Practice

- o Family law
- o Minor criminal matters
- o Consumer complaints
- o Debt
- o Neighbourhood disputes
- o Employment



Applications for volunteers are accepted on a rolling basis. You will be required to submit an online registration form here:

<https://www.unitingcommunities.org/volunteering-expression-interest/>

For further information about the Uniting Communities Law Centre, visit

<https://www.unitingcommunities.org/service/legal-services/general-support>



Consumer Creditor Law Centre of South Australia (CCLCSA)

CCLCSA focuses on helping people resolve consumer credit problems. It has branches within the CBD, Medindie Gardens, Smithfield, and at Christies Beach, and is located within the offices of Uniting Communities Law Centres.

Volunteers can be placed within the clinic and assist in conducting interviews and providing advice. CCLCSA is open Monday-Friday between 9am-5pm.



Areas of Practice

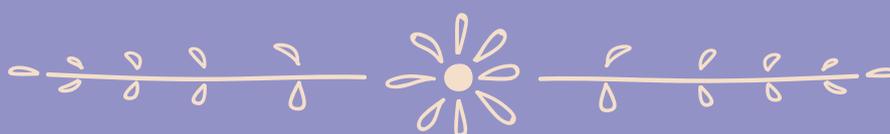
- o Debt
- o Credit law issues
- o Creditor disputes
 - o Bankruptcy
 - o Mortgage stress



Applications for volunteers are accepted through Uniting Communities on a rolling basis.

For further information about the Uniting Communities Law Centre, visit

<https://www.unitingcommunities.org/service/legal-services/general-support>





*Non-legal volunteering
opportunities
in Adelaide*

TELEPHONE SUPPORT COMMUNITY JUSTICE VOLUNTEER

People involved with the justice system often face numerous difficulties upon release from prison and seek assistance to assimilate back into society. The Red Cross Keep in Touch Support Program was created to support people over the age of 18 who are on court ordered home detention or have completed home detention.

Volunteers will contact the participants by phone to check on their wellbeing and progress while actively listening to their needs and concerns. Volunteers will also monitor the participant's progress post home detention and their current circumstances. The minimum commitment is one day a week or fortnightly for 2 hours in the Adelaide CBD.

This role requires a strong commitment to the role and a desire to help vulnerable people. Volunteers should maintain accurate records of all calls using the Red Cross database and follow organisation procedures

Applications for volunteers are accepted through sending a CV via
<http://volunteering.redcross.org.au/cw/en/job/495620/telephone-support-community-justice-volunteer-adelaide>

CONNECTIONS MENTOR VOLUNTEER

The Connections program supports adults who are currently dealing with, or have previously dealt with, the justice system and are experiencing social isolation. The aim of the role is to assist their re-integration into society.

Volunteers will meet weekly with the client and provide support by helping them reconnect with services and organisations that they have identified as important. These activities will further their social connection within their community. There is a 1-4 hour weekly commitment over a 12 month period.

Volunteers need to be compassionate and empathetic, as well as patient with their interactions. Experience working with vulnerable people and having a psychological background or understanding would be beneficial, but not a requirement.

Applications for volunteers are accepted through sending a CV to
<http://volunteering.redcross.org.au/cv/en/job/495508/connections-mentor-volunteer-adelaide>



Department of Correctional Services (DCS)

DCS is a key player in SA's criminal justice system. The aim of work in the community, library and education sectors is to prepare inmates for the smoothest transition back into society as newly-free citizens. Volunteering would be for a minimum 12-month duration, so it is imperative that not only does the volunteer feel comfortable in the situation and feel that the role aligns with their personal values, but volunteers should also factor in whether they have enough time to make this commitment.

A cover letter and interview best demonstrating a willingness to help people, patience, organisation and empathy will be more likely to succeed.

For more information about the DCS, refer to dcs.volunteerunit@sa.gov.au



Meals on Wheels

Volunteering at Meals on Wheels is a role primarily about providing helpful and necessary assistance by providing meals to those who cannot undertake this task on their own. Clients are likely to be vulnerable individuals and so maintaining strict health standards and monitoring your own wellness is crucial.

The application webform allows the volunteer to submit their schedule pertaining to work and other commitments so that the volunteering can be tailored to the individual as much as possible. There are numerous roles within Meals on Wheels but a more universal skill set would be a strong work ethic, being adaptable to new environments, communicating with empathy and respect for all involved, an intrinsic desire to assist the community.

For more information about Meals on Wheels, refer to volunteer@mealsonwheelssa.org.au



**HUTT ST CENTRE*

The Hutt St Centre aims to end homelessness by offering meals, laundry facilities, housing, housing-focused legal aid and running community activities to humanise people suffering due to homelessness. Additionally they provide education and training aid to better assist the community in dealing with the stigma and the issues surrounding homelessness.

Volunteers are required to be over 18 years of age and will be required to obtain a DHS Working with Children clearance at a minimum, with some roles potentially requiring a National Police Check.

There are many roles within the centre but a more universal skill set would be: a strong work ethic, being adaptable to environmental demands, and empathy. There are currently reduced rosters for volunteering due to ever-changing pandemic regulations.

For more information and to stay updated, see
hello@huttstcentre.org.au



FRED'S VAN

Fred's Van assists the community's most vulnerable by providing basic necessities like food, clean water, blankets and more across Adelaide and regional SA. Volunteering roles are normally at the Van's sites and in more fixed kitchen environments. The length of roles tend to vary depending on what is available on SeekVolunteer.

Some commitments are one day a week and others are monthly so make sure you check the roles for a proper description. The skills and qualifications may vary but empathy, cultural awareness, an intrinsic desire to help others, efficiency and adaptability would be valuable.

Apply via SeekVolunteer for a specific position but a general enquiry form is available here
https://www.vinnies.org.au/page/Get_Involved/Become_a_volunteer/SA/Freds_Van/

For more information about Fred's Van, see
volunteering@svdpsa.org.au



AUSTRALIAN RED CROSS

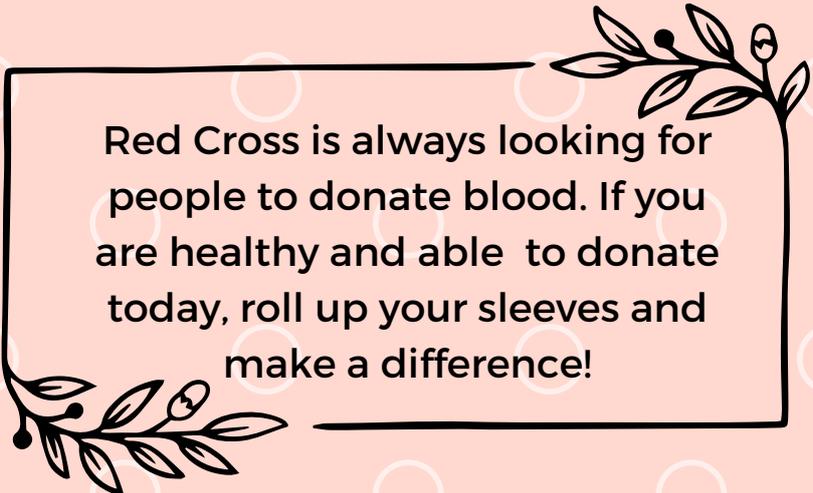
The Australian Red Cross offers a number of roles including transport, retail, and administration. The length of the role would vary with the kind of work so please check the volunteering site.

Required skills will vary according to the kind of role available on the Red Cross volunteering page but things like good work ethic, organisational & project management skills, a positive attitude would be good 'baseline' characteristics to start with.

Volunteering roles can be found on the website and the commitment varies depending on the location and type of role. Some roles require 1-4 hours a week, while some are one full day a week, or even subject to necessity.

If applying to help deliver Red Cross services to COVID-affected areas, contact the Australian Red Cross.

For more information, refer to
<https://www.redcross.org.au/volunteer>



Red Cross is always looking for people to donate blood. If you are healthy and able to donate today, roll up your sleeves and make a difference!

HOPE'S CAFE

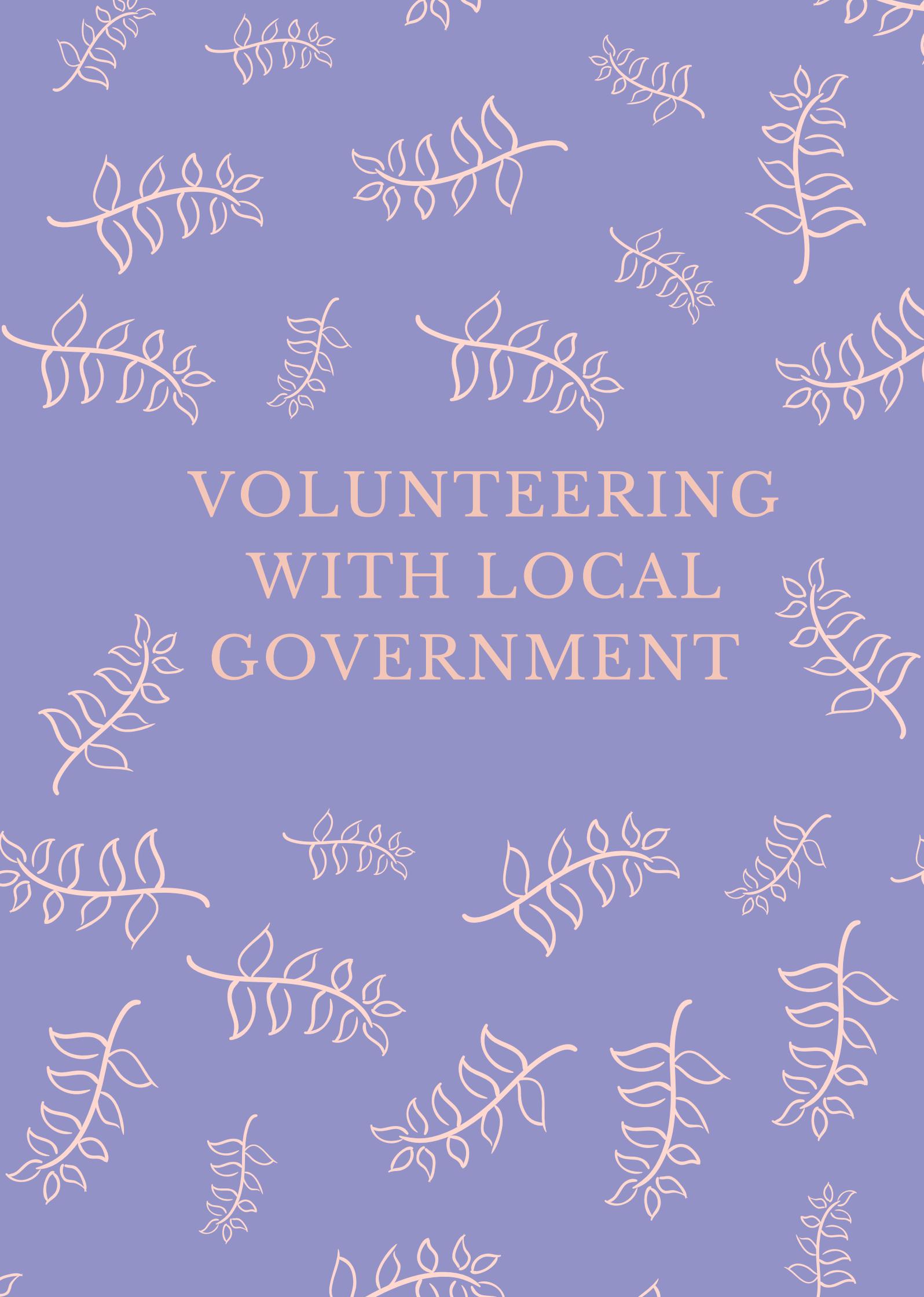
Hope's Cafe is a tripartite joint venture between Uniting Communities and the Clayton Wesley Uniting Church. It is run by The Spire Community and is a place for people to come together to help each other to make a better community. Some of their ventures including English lessons, arts and craft lessons and upskilling migrants with Barista training and other useful skills.

Roles can range from administrative training (assisting asylum seekers with their applications) to serving meals. Their target audience is asylum seekers and refugees but everyone is welcome. Meals are offered on a 'pay what you can afford' basis. The length of the role will vary according to what is available at the time of application.

Required skills will vary according to the kind of role available on the Red Cross volunteering page but things like good work ethic, organisational & project management skills, a positive attitude would be good 'baseline' characteristics to start with.

For more information, refer to
<https://claytonwesley.org.au/community/hopes-cafe/>





VOLUNTEERING
WITH LOCAL
GOVERNMENT

UPSKILL OPPORTUNITIES

[Check out volunteeringsa.org.au](http://volunteeringsa.org.au)

They provide training sessions for volunteers to get upskilled for free or for a low cost. They also host webinars for individuals and organisations on topics such as interviewing potential volunteers, and how to build a resume.

CPR 30 Training sessions

These are often available for free or for a low cost through your local library service (keep an eye out on the notice boards!).

Mental Health First Aid Training

Provided by the AULSS in collaboration with StudentLife, there is an opportunity to attend a 2 day course where you will develop skills on how to best respond and effectively manage friends, family, and those asking for your assistance when it comes to mental health. Contact socialjustice@aulss.org for more information.



Government departments often have internships/work experience that are unpaid but these can be a great way to gain more relevant experience in a field or industry of interest to you. For example, see the Department of Infrastructure and Transport website for an Undergraduate Vacation Employment Program.



*International
Volunteering
Opportunities*

Despite the current uncertainty surrounding the possibilities of travel and the longevity of the COVID-19 pandemic, some organisations have reopened application for international volunteering opportunities.

****TIP**** Take extra care in researching the requirements of leaving and entering your host country and your country of residence to ensure that when undertaking an international venture, you are able to come back to your country of residence without implications. Information can be found on the Australian Department of Home Affairs website and the Government of South Australia website.

UNICEF

UNICEF has compiled a guide to volunteer overseas as found on their website at this link;

<https://www.unicef.org.au/about-us/working-with-us/volunteer-work-overseas>

Simply add in your basic contact details and the guide will be emailed to you. This is a great starting point for anyone who is interested in volunteering overseas and is unsure about where to start.



PROJECTS ABROAD

Projects abroad offers a diverse range of volunteering opportunities and programs that cover areas from supporting children's education, to wildlife conservation, to medical and healthcare related work. The projects they choose to work with are governed by their concept of being a Responsible Volunteer and are chosen based on how responsible and ethical the company is. The ultimate purpose of the organisation is to meet the UN's Sustainable Development Goals.

COVID measures: Projects Abroad has introduced a risk-free COVID Policy where they ensure that if a project has been cancelled due to COVID-19, they will issue a full refund or enable you to choose a new date or destination, give you future credit. This came into operation on 21 August 2020 and will remain until further notice. Also see their COVID FAQ Page on their website.

Cost: There is a \$495 fee to be paid upon booking, which will be deducted from the overall cost. Costs usually includes accommodation, 3 meals a day, airport shuttle service, trainings and workshops, and transport to and from your placement (excluding flights and visa costs). On average, projects cost around \$4000-\$5000 for 4 weeks.

For more information, refer to <https://www.projects-abroad.com.au/>

INTERNATIONAL VOLUNTEERING HQ

IVHQ partners with organisations in over 50 destinations around the world and work with local organisations who know the needs of the country and people best. They pride themselves on selecting safe and ethical volunteering programs that address the issues of responsible tourism in order to maintain the standard of their volunteers. They also provide comprehensive training to all local teams.

COVID measures: The website update on 20 January 2021 provides that 30+ of their destinations are open with additional health and safety measures in place including COVID-19 testing and strict disinfecting standards for programs and accommodations. Their COVID-19 cancellation measures enable the volunteer to cancel or reschedule at least 14 days before the program start date, but a refund will only be provided if you choose that option as an added flexibility in the registration fee.

Cost: The registration fee starts from \$299 which covers training and other preparatory materials provided for by IVHQ. The program fees start at \$180 per week which cover the meals, accommodation, airport pickup and hosting. Overall costs for 4 weeks are roughly around \$1000-\$2000 dollars, making this the more affordable option.

Australian Volunteers

The Australian Volunteers programs focuses on partnering with organisations in the Indo-Pacific region to help them achieve their own development goals. The program is framed by Foreign Policy White Paper, Australia's Aid Policy and the UN Sustainable Development Goals and the organisation has a membership with the Human Rights Council. The volunteering program aims to uphold Australian values. The program is also a part of the Department of Foreign Affairs and Trade's people-to-people program portfolio in an attempt to connect Australians with places in need of aid.

COVID measures: Due to COVID-19, the Program has decided to repatriate Australian volunteers and have suspended sending Australians overseas as skilled volunteers. However, they are running a new remote volunteering initiative that volunteers can partake in from their host country. Join their Talent Pool and register for the Alert for the latest opportunities.

Cost: Volunteers will be financially assisted with passports, baggage and setting up accommodation in a country. For 6 months or less, volunteers are given a \$500 allowance. Most volunteers are entitled to living and accommodation allowances, which vary depending on the region and this should cover food, commute, and other local costs.

INVOLVEMENT VOLUNTEERS INTERNATIONAL (IVI)

IVI is a charity and non profit organisation with over 30 years of experience and are passionate about giving back to communities around the world with affordable volunteer travel. With a transparent fee structure available on their website, they demonstrate that they are not motivated by shareholder profits. The placements are as short as 1 week allotments but there are also long term placement with reduced costs for those wanting to dive straight into the deep end.

COVID measures: In the terms and conditions as available on their website, the initial fee of \$275 is non-refundable and the remaining fees will be available as credit only, with no amendment to fees. They are unable to provide a refund.

COST: The application fee is US \$275 per volunteer which goes towards various administrative overheads and project inspection costs. The Program itself starts at \$150 per week which covers airport transfer, accommodation, meals, in country support and administrative costs.





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ALEXANDER ARTHUR

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WILLIAM FAY

ADITI TAMHANKAR

PRESIDENT

PETER TANTALOS

VICE PRESIDENT

ANNABEL BRAMLEY

PUBLISHERS

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