



VOLUNTEER HANDBOOK

VOLUNTEERS
MAKE BLUE LIGHT HAPPEN



Introduction

Thank you for considering volunteering for the Blue Light Vic.



Our dedicated volunteers make Blue Light events happen. From helping to run events, to sharing a specialty skill, our volunteers provide the children of Victoria with safe, supervised alcohol and drug free programs.

Flexible volunteering makes it easy for people to share skills, time and energy in a way that suits their lifestyle. We provide training and support to our volunteers to develop new skills which are transferable to other areas of life.

This information package provides a brief overview of what you can expect when volunteering with Blue Light Victoria and answers some questions you may have before you begin.

This handbook is intended to be used in conjunction with more detailed information which you will receive including policies and procedures.

We look forward to your involvement with us, your efforts will have a direct impact on the youth of your community. – For that, we thank you.

Our Story

The Blue Light program has evolved and not only includes dance events but also a diverse range of youth programs and initiatives aimed at preventing crime within communities.

Our vision is 'to be the lead provider of Victoria Police youth engagement initiatives'.

Our Mission: to provide youth engagement opportunities through Blue Light programs, connecting Victoria Police and the community to achieve positive outcomes.



Blue Light first started in 1976 in the outer eastern suburbs of Melbourne by police who decided to put on a disco for the local youth and was supported by community volunteers. Due to its success the Blue Light concept expanded across Australia, New Zealand, Pacific Nations and the United Kingdom.

All our programs and activities are conducted in a safe supervised environment by police members and community volunteers. They are free from alcohol, drugs and violence. Our program has developed into a crime prevention initiative, which aims primarily to identify and address the needs of young people who are 'at risk' and also provide education, crime reduction, life skill, cultural, social and sporting programs for young people aged between 5 – 18 years.

The record of achievements of Blue Light Victoria and branches are testament to the many hours of work contributed by thousands of volunteers over the years.

Over a million Australians have been or still attend Blue Light events.

The Opportunity

Blue Light Victoria Inc. is the overarching body to over 25 Blue Light incorporated branches throughout Victoria. Current branch details can be viewed on our website at www.bluelight.org.au

Volunteers for a Blue Light Branch are managed by the local branch Volunteer Coordinator. This role will typically be carried out by a member of the local branch committee.

A volunteer can be anyone aged 15 or over who is willing to support Blue Light and its values, while abiding by the organisations policies and procedures.

Blue Light Victoria has many opportunities for volunteers to be involved in activities throughout Victoria. The majority of our volunteers work within their local community, assisting with entertainment in the form of dance events, movie nights, pool parties, camps, leadership programs, bike riding, boxing, motorcycle clubs, a variety of sporting programs, and many more activities.

The list below illustrates some areas in which our volunteers choose to contribute:

- Supervision
- Assistance with event setup and packup
- Activities and Program expertise
- Sound & Lighting
- Administrative
- Auditing/bookkeeping
- Catering/ Canteen duties
- Committee member
- Desktop publishing/graphics
- Event management
- Fundraising
- Outdoor recreation
- Promotion/public relations
- Supporting a camp or sleepover activity
- Youth Counselling
- Special projects



Your Rights

As a Blue Light Volunteer, you have the right to:

- Work in a healthy and safe environment
- Be engaged in accordance with equal opportunity and anti-discrimination legislation
- Be adequately covered by insurance
- Be given accurate and truthful information about the organisation for which you are working
- Be given a copy of the organisations volunteer policy and any other policy that affects your work
- Not fill a position previously held by a paid worker
- Not do the work of paid staff during industrial disputes
- Have access to a grievance procedure
- Be provided with orientation to the organisation
- Have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Training for the role you will undertake, will be done on the job by a local Blue Light representative

Your Commitment

We ask that you:

- Be committed to promoting and protecting at all times the best interests of children involved in our programs. We have a ZERO tolerance for Child Abuse
- Be prepared to sign that you have read and understand the Code of Conduct (APPENDIX A)
- Be prepared to sign that you have read and understand the Child Protection Policy and Procedures (APPENDIX B)
- Be prepared to undertake a Police Check and hold a current WWC
- Support Blue Light Victoria's vision, mission, aims and objectives
- Participate in all relevant induction and training programs
- Operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- Understand and comply with the organisation's policies and procedures, including antidiscrimination, health and safety and confidentiality
- Notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers, participants, venue, and equipment
- Behave appropriately and courteously to both the staff and the public with whom you interact during your role
- Use any property or equipment given to you in your role only for the purpose of the role and return it to the organisation when you finish your volunteer role.
- Let us know if you wish to change the nature of your contribution (e.g hours, role) to Blue Light at any time
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive
- Initiative is encouraged!

Benefits of Volunteering at Blue Light

Volunteering offers many benefits, including opportunities for volunteers to:

- gain new skills and knowledge
- boost their own job and career prospects
- enjoy a sense of achievement and fulfilment
- develop personally and boost self esteem
- enjoy better physical and mental health
- connect to and better understand your community
- meet new people and make new friends
- receive a certificate of service



Register your interest

If you would like to volunteer with Blue Light Vic, simply follow these 5 steps:

- 1. Expression of Interest:** Once you've read the Position Description below, email your expression of interest to enquiries@bluelight.org.au and one of our State Team members will be in touch with you to set up a phone meeting.
- 2. Engagement:** At this initial meeting you will have the opportunity to talk about your skills and what you can bring to the role. At this stage you will be required to consent to any necessary referee checks and police checks.
- 3. Screening:** Working with Children Checks & Police Checks are a mandatory requirement for volunteering with Blue Light Vic. Blue Light Vic has a Zero tolerance for Child Abuse. Details of these checks and processes will be explained at your initial meeting.
- 4. Notification:** Following your initial meeting and the successful clearance of any required checks and references, your application to work as a volunteer with Blue Light Victoria will be confirmed. If your application is unsuccessful you will also be advised.
- 5. Orientation & Training:** You will receive an orientation and training by a local Blue Light representative.



Blue Light Vic Branches

- Alpine
- Bacchus Marsh
- Ballarat
- Beaufort MC
- Bendigo
- Blue Light Victoria Inc.
- Blue Light Youth Camp
- Copsnkids Ballarat Blue Light
- Craigieburn
- Diamond Creek
- Geelong
- Hastings
- Hepburn Springs
- Kyabram
- Latrobe
- Mill Park (Epping)
- Northern Blue Light Inc.
- Portland
- Preston (Darebin)
- Sunbury
- Wellington
- Wimmera
- Wonthaggi
- Wynbay
- Yang (Stawell)
- Yarra