

## Newtown Electorate Office Volunteer Recruitment FAQs

- **What sort of time requirements do I need to commit to?**  
Volunteers will negotiate a time commitment with the office. So that we can have some consistency, the minimum time commitment will be half a day, or four hours, a week. The maximum time you can volunteer will be one full day a week.
- **How long do I need to commit to?**  
We're asking volunteers to commit to a three-month period, with the option to stay on longer if they're happy to do so and there is work to be done in the office.
- **How much will I be paid?**  
Volunteers won't be paid.
- **Will my costs be covered? Which costs would be covered?**  
The office will cover any expenses that occur during your volunteer time. For example, transport to events or between Parliament and the Newtown Electorate Office
- **What type of skills are you looking for?**  
There is a range of skills that we're looking for, including office skills, community organising skills, gardening skills, event organising, graphic design and research and policy analysis skills. We're also looking for people that are enthusiastic and creative.
- **Would I be in parliament or the electoral office?**  
You would mostly be in the electorate office in Newtown, but there might be occasions when you would go to Parliament house or an event.
- **Will I need to bring in my laptop? Do I need a laptop?**  
We have computers at the office, but there may be occasions when you should bring in your laptop. It will also depend on the projects that you're working on.
- **I have university exams in November, will I be able to take time off then?**  
We can be flexible with people that have education or other commitments, but you should let us know as far as possible in advance.
- **What type of work would I be doing?**  
There will be a range of different types of work. You can fill in your skills, interests and experiences in the Expression of Interest form and if we think that you would be able to contribute to our work, we'll be in touch to have a chat about what type of position or projects might be appropriate.
- **I'm excellent and amazing at XYZ and want to only do that, can I?**  
We're looking for people with a range of skills, but we can't promise that we'll be working on a project in that area at the moment. Please send through your EOI and your resume and we'll get back to you. You can add in specific interest in the 'further information' section.

- **Will this help me get a job in the office?**

Being a volunteer in the office isn't a pathway to employment. We're looking for people who want to contribute to our work in the community and on different projects as the end goal.

- **I've done volunteering with the Greens before, do I need to go through the application process?**

In order to find people who will be the best fit with the office and our current projects, we're asking everyone to put in an EOI. It's also more fair and will help us keep track of everyone's applications.

- **Is there an interview process?**

There is no formal interview process, but we do set up meetings with potential volunteers, to give us an opportunity to meet you and to give you an opportunity to meet us. During the meeting you'll have the opportunity to ask any questions you have and we can find out a bit more about your skills and interests.

- **I'm only available on weekends and after work hours, can I still apply?**

Yes. Even if you can't come into the office during the day, there might be a range of events, stalls or campaign activities on the weekend or afterhours where we would need volunteer support.

- **Does everyone who applies get a volunteer position?**

As we're a small organisation, office volunteer opportunities are limited, but we will do our best to get you involved.

- **Will I be working with Jenny?**

Jenny works between the Newtown Electorate office and Parliament, so being a volunteer in the office means you'll be working with everyone, including Jenny. Day to day, you'll be working with a member of staff who will be your contact person for the projects you're working on.

- **Is there a dress code?**

We ask that people wear neat clothes, but it isn't a corporate environment.