**Paid Position Vs Volunteer Position**

When determining if a role within your organisation is suitable for volunteer involvement there are a number of things you may want to consider. The following criteria and tables may help you clarify whether the role is for a paid or volunteer worker, and help you come to a decision that ensures the role is non-exploitative of volunteers, not more properly a paid position, and your organisation and its clients are protected.

If your answers are mostly yes in Table 1 then the role is almost certainly one for a paid worker. If you answer no to any question in Table 2 you may need to seriously consider whether this is a suitable role for volunteers.

**Tip!** It is recommended that you use both tables together – this will enable you to more accurately determine the suitability of the role for a volunteer.

**TABLE 1**

|  |  |  |
| --- | --- | --- |
| **Is this, or should this be a paid role?** | **Yes** | **No** |
| 1. Is this role critical to the overall successful functioning of the organisation? |  |  |
| 1. Is the role closely aligned to an industrial award? |  |  |
| 1. Is the role full-time and ideally filled by one person? |  |  |
| 1. Is this a role that must be filled by a paid worker for regulatory, legal or industrial relation reasons? |  |  |
| 1. Does the non-effective performance of the role have any legal ramifications for the organisation? |  |  |
| 1. Does the non-effective performance of the role have any negative implications on the work of paid staff? |  |  |
| 1. Is this a position for which funding has been obtained, sought or is available? |  |  |
| 1. Has this role ever been filled by a paid worker? |  |  |
| 1. Is this role normally a paid position in other not-for-profits? |  |  |
| 1. Would a person reasonably expect remuneration for this work? |  |  |

**TABLE 2**

|  |  |  |
| --- | --- | --- |
| **Is this role suitable for a volunteer?** | **Yes** | **No** |
| 1. Does the role have intrinsic value to the volunteer and the organisation, taking into account motivation, perceived benefits and skill level needed to perform the job? |  |  |
| 1. Are there adequate and effective management supports for this role? |  |  |
| 1. Do the paid staff, board and clients of the organisation accept this as volunteer role? |  |  |
| 1. Did the paid staff, board and clients of the organisation have a role in determining the status of the position? |  |  |
| 1. Does the role add value to and not replace the work of paid staff in the organisation? |  |  |
| 1. Can the organisation adequately indemnify a volunteer in this role? |  |  |
| 1. Can this role, in its entirety, be performed in less than 16 hours per week? |  |  |
| 1. Is this role significantly different to the role of paid workers? |  |  |
| 1. Will the client, organisation, and volunteer benefit from the role? |  |  |