**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?
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| 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?
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| 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?
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