

Volunteers Management Policy

1) Introduction

Gram Vikas Trust, Bharuch is a non-political and secular voluntary organisation established in 2001 working on rural development programmes in about 200 villages of Bharuch and Narmada districts in Gujarat state (India). The development programmes include education, health, hygiene promotion, livelihood (including vocational training for youth), nutrition, and sanitation. Our approaches include capacity building, child rights, working in partnership with government and other stakeholders, and women's empowerment.

We have a team of more than 80 professionals. Furthermore, we always require volunteers who are interested in supporting our work, particularly our work with children as well as documentation work. There are many committed individuals locally and globally who support us as volunteers.

2) Objective

The objective of this policy is to encourage committed individuals to join with us as volunteers, and to provide them clarification regarding the same.

3) Key points

The volunteer will contribute her or his time, for example, five or more hours per week as per the need of the organisation. The volunteer is not a salaried employee of the organisation and also not a full time worker. A volunteer is someone who is committed to social work as well as learning.

4) What will the volunteer get from the organisation

For inexperienced volunteers:

- Training, such as on child protection, team work, professional behaviour, self-development and so on.
- Opportunity to do practical work, which will contribute to increased confidence and work experience.
- Opportunity to learn computer applications.
- Opportunities to gain employment with Gram Vikas Trust or similar organisations in future.
- Certificate of work done.

For experienced volunteers:

- Based on one's skills and experience, an opportunity and satisfaction by contributing positively in the lives of marginalised children, women and men.
- Opportunity to contribute to Gram Vikas Trust's documentation, reporting, fund raising and other programmes.
- Training as per the need (e.g. child protection, team work, professional behaviour, self-development, leadership, and so on).
- For retired employees or professionals, an opportunity to use her or his time in social work.

5) Gram Vikas Trust's expectations from the volunteers

- Assistance in our development programmes or administrative work.
- Achievement of our short-term projects.

6) What type of work the volunteers may join and required qualification

No.	Type of work	Required qualification
1	Administrative work	12 pass, graduate, teaching or higher qualification.
2	Rural development work (e.g. children's education)	As above.
3	Social media promotion	Computer knowledge and skills, English language skills.
4	Fund raising	Experience or interest related to fund raising and relevant educational qualification.
5	Documentation, report writing, photography, videography	Graduate or higher qualification, computer knowledge and skills, and interest in such work.

7) Agreement between Gram Vikas Trust and the volunteer

An agreement will be signed with mutual understanding between Gram Vikas Trust and the volunteer. Once the volunteer application has been approved, Gram Vikas Trust will provide a copy of the agreement to the volunteers for review and signing off.

8) How to apply

Application form will be provided on request along with this policy. Interested candidates may send their application on the following address. Application may also be done online by clicking www.gvtbharuch.org/contactus.php or can be sent on the following email ID: j.christi@gvtbharuch.org.

Address: Gram Vikas Trust, A-3, Abhishek Society, B/h Kotak Mahindra Bank, Shravan Chokdi, Bharuch 392 001 (Gujarat, India). Phone: +91 (2642) 239 001.

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