Community Organisations – Registering with Guild Volunteering


You will need:
- Your organisation’s ABN.
- Information on volunteer insurance for your organisation (if known).

Select “Register on CareerHub – New Users” and follow the prompts until you reach the “awaiting approval” page.


Click “continue” to return to the main console.


Volunteer Position

Volunteer positions can be added directly through the main console by selecting “Add a new job”

Enter salary/wage as voluntary.

Expressions of Interest

Select “Add a new job” from the main console. In the descriptive fields, write about general positions available.

Expiry date can be well in the future.

Enter salary/wage as voluntary.

One-off Event

Listing one-off volunteering opportunities as events will help attract additional volunteers. Select “How to add your event” from the main console.

All positions created will be displayed on Guild Volunteering’s website ([http://www.volunteering.guild.uwa.edu.au/programs](http://www.volunteering.guild.uwa.edu.au/programs)) within 2-3 business days of being submitted.

If your organisation is already registered or an organisation with a similar name/ABN exists, call Guild Volunteering on 6488 5891 and we will create an additional login for you.

Be careful not to miss this step. This form is what ensures you will be able to list volunteer positions.
Here are a few top tips to ensure that your volunteer position attracts interest from UWA students:

- Keep the summary **brief**. As little as two sentences are ideal. These should stipulate **what** the volunteering involves (e.g. “Volunteers will be playing board games, Wii, and other activities with elderly residents...”) and **why** the volunteering is important (e.g. “The interest and support of young people is the highlight of the residents’ week and is essential to their well-being.”)

- Elaborate in the **details** section. We describe this as **scaffolding**, where you build the structure that exists around the volunteering opportunity so that the volunteer can just jump in. What does your organisation do? What is the time commitment for the position? What induction/training is available? Is petty reimbursement available?

- Finish the details section on a strong note – **what/why again**.

- If your position is a generic “expression of interest” that links to your own website (which has further details), keep the ad very brief so that potential volunteers do not have to...

- Be aware of the unique demands facing students. Students do get busy – they are able to make long-term commitments, but let them know there is flexibility to take a week or two off during high-stress periods.

- Many of our volunteers are international students or students staying in residential colleges. They all have good levels of English competence, but public transport accessibility is important. Providing information on bus routes is often helpful.

- Be aware of the academic calendar. Listing events during exam periods is unlikely to be successful – if you need students during the break periods, promote early.