



CENTRE FOR ENVIRONMENT JUSTICE

VOLUNTEER POLICY

Centre for Environment Justice (CEJ)

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1. Introduction

Centre for Environment Justice (CEJ) is a registered youth led non-governmental organization. The mandate: **CEJ** believes that a safe environment is a basic fundamental human right and that individual children, youths, women, men and the general population have the right to access quality and accurate information on Climate Change, Accountability and Governance in Extractive Industries, Waste Management, Conservation of wildlife and natural environment, women rights and Renewable energy. This will enable them adapt and mitigate; and respond to disasters effectively in affected areas at community, districts and national level.

1.1. Centre for Environment Justice (CEJ) Key areas of work

CEJ's program and activities revolves around information dissemination, campaigns, advocating for policy development and implementation, research, capacity building, lobby and advocacy, community engagement and participation; and community mobilization and awareness.

2. Volunteer Policy

Volunteers are highly valued at CEJ and volunteerism is a core factor in its operations and programming. This policy is a confirmation of this recognition and seeks to deliberately outline guidelines regarding the interaction of the organisation and its volunteers.

The purpose is to ensure there is mutual benefit to volunteers and the organisation and an environment that enables efficiency, effectiveness and satisfaction to both parties. The policy will:

- Outline recruitment procedures
- State how volunteers will be supported
- Identify the responsibilities of volunteers
- State the responsibility of the organisation to the volunteers

3. Definition of Volunteer

'Volunteer' in this document will refer to the individual who performs voluntary actions for the benefit of the organisation. As stated by the United Nations Volunteers, an action will be considered voluntary if:

- a. It is not undertaken primarily for financial gain
- b. It is undertaken of one's free will

c. It will benefit both the volunteer and a third party

3.1. Volunteer Qualifications

A. Both Zambian and international volunteers qualify as long as they meet requirements and skills needs of CEJ.

B. Male and females with a minimum age of eighteen (18) for local volunteers and twenty – three (23) for international volunteers.

C. Local volunteers younger than eighteen will require parental consent to volunteer at CEJ

3.2. Volunteer Recruitment

3.3.1. **The Executive Director** is responsible for developing the volunteer position descriptions

3.3.2. The volunteer may be recruited through an open advertisement through a medium of CEJ's choice and also by recommendation from an official within CEJ and its partner organisations.

3.3.3. All volunteers will follow the prescribed process which may include filling in the prescribed application forms, interviews and skills assessment tests.

3.3.4. All volunteers will sign the indemnity /waiver form

3.3.5. An appropriate agreement/contract between CEJ and the volunteer will be signed by both parties.

3.4. Volunteer Coordination

3.4.1. **The Executive Director** with the support of project officers will in line with the Annual Plan formulate and implement a volunteer management plan and revise it as need arises.

3.4.2. Volunteer will be supervised by respective coordinators of programmes they are attached to.

3.4.3. **The Executive Director** shall ensure a directory of volunteers is maintained and updated regularly.

3.5. Duties of the Volunteer

3.5.1. The volunteer shall perform their tasks as assigned in their position description

3.5.2. The volunteer will communicate effectively with their supervisor and participate in team activities

3.5.3. The volunteer will abide by the ethics and conduct of CEJ.

3.6. Responsibilities of CEJ

3.6.1. CEJ will provide the framework; facilities and environment within which the volunteer will perform their task.

3.6.2. CEJ shall reimburse funds utilised by the volunteer in carrying out their approved duties upon submission of receipts as evidence of such expenditure.

4.5.3. The above will not be equal to or more than the market value of the work performed by the volunteer.

3.8. Volunteer Allowance

3.8.1. CEJ shall provide monthly allowance to cover for daily transport and meals for Zambian volunteers while the international volunteers will aswell be provided with accommodation.

3.7. Indemnity

3.7.1. CEJ will endeavour to create a safe environment and to protect its volunteers to the best of its ability. However, it will not be held responsible for any injuries/ expenses or inconvenience that the volunteer may suffer while conducting their work as a volunteer. CEJ does not provide an insurance facility and all volunteering is undertaken at own risk.

4. Conclusion

This policy aims at providing guidance; however some decisions regarding issues not covered here will be made by relevant officials within their responsibilities and the constitution.

All volunteers must familiarise themselves and be in agreement with the policy before signing the volunteer contract.