

2023

Volunteer Handbook

DEVELOPED FOR
CHILDREN BY CHOICE

CHILDREN
BY CHOICE
ASSOCIATION INCORPORATED



Who are we?

We work to ensure that women and pregnant people who experience hardship or distress with a pregnancy receive high-quality decision-making counselling, evidence-based information, as well as material aid and referral. Children By Choice seeks to empower communities to exercise their reproductive rights. We want to remove the social, legal, clinical, and policy discriminatory barriers that pregnant people may face when seeking access to accurate information, support and services for their reproductive choices.

What do we do?

We have two main teams that work to achieve this objective: the Counselling Team and the Education Team. Our Counselling Team provides trauma-informed support and counselling to women and pregnant people to achieve better well-being. Due to the nature of the counselling work, we do not currently have opportunities for volunteers in this team. The Education Team works on resources that educate both professionals and the broader community about reproductive justice-related issues. Additionally, our Eds Team regularly engages in advocacy and research projects that promote greater systemic change.

Who are we looking for?

Our organisational values are:

- Pro-choice
- Collaborative
- Compassionate
- Feminist
- Integrity

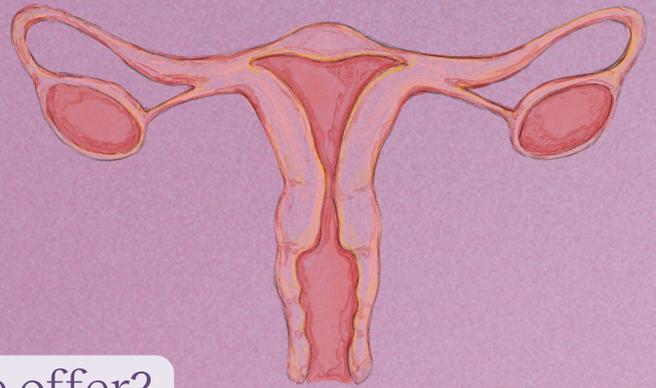
We work to empower all people requiring reproductive care. It is important that all volunteers are aligned with this mission.

What skills do we need?

We love to have passionate and enthusiastic volunteers who advocate for reproductive justice! We need volunteers with the ability to self-manage tasks and manage their time well. We also love volunteers who can work autonomously as well as in a team!

Some of the other skills we have found valuable in volunteers include:

- Research skills
- Social media knowledge
- Content creation
- Event planning
- Editing skills
- Administrative skills
- Grant writing



What type of volunteering do we offer?

There are three different options for volunteers. It's important to choose which option works best for your own capacity and skill-set!

Project and Event Support

These volunteers will be ready-to-go when our Eds Team needs extra hands! Project and Event Support volunteers are vital with supporting our conferences and events, including logistics, planning, and on-the-day delivery. For projects, we may seek out volunteers with specific professional skills and experiences.

Education Facilitator

These volunteers are likely to have more in-depth tasks due to their availability such as creating content, helping plan events and webinars, updating the website, and writing grants. They are encouraged to come into the office when they can. Typically, this position will require at least one day a week.

CbyC Support

These volunteers will float in and out depending on their capacity. This is a more flexible role, requiring 8 or less hours a week. They will have less intensive tasks such as summarizing research papers, creating Instagram posts, editing and reviewing grants or submissions, as well as other tasks.

Volunteer stories:

Georgia

Georgia started volunteering in June 2022. She lives in Melbourne but volunteers externally for 2 days each week. She has become an integral part of the team and we asked her to explain more about her experience:

What sort of tasks have you completed at CbyC?

So many different things! The below list is certainly not exhaustive but some of my tasks have included:

- Assisting in the preparation for and running of CbyC's 2022 Conference (emailing speakers & attendees, preparing powerpoint slides, checking people in, chairing some conference sessions)
- Helping to write grant applications
- Assisting in facilitating CbyC online webinars
- Contributing to CbyC's annual report
- Reviewing social media posts before publication



What was the most rewarding?

The most rewarding task would have to be helping out with CbyC's 2022 Conference. I helped with conference preparation for 2 months leading up to the conference. There were so many people working on the conference and it was incredibly rewarding to see all of our hard work pay off over 2 wonderful conference days. In assisting with the conference, I also felt like I was contributing to the distribution of knowledge and research in sexual and reproductive health, which is something I am very passionate about.

What is your favourite thing about volunteering at CbyC?

I have two favourite things! The first is that I feel that I'm contributing to advancing the sexual and reproductive rights of women and pregnant people. The second is being able to work with and get to know the fabulous CbyC team who are all so passionate about the work they do and who are the loveliest team to work with.

What advice would you give to new volunteers?

To really make the most out of your time at CbyC – there are so many opportunities to learn, to grow and to make a difference. Be open to helping in any way you can, get to know the CbyC team and ask lots of questions!

How do I become a volunteer?

That's fantastic! Here's a step-by-step guide to applying:

1. Fill out our expression of interest form on our website, or at this link:

<https://www.childrenbychoice.org.au/support-us/volunteer/>.

2. After you submit this form, we'll contact you to organise an interview! This 20-minute chat helps us understand your experience, goals, and capacity as a potential volunteer.

3. Our capacity to take on volunteers depends on how busy our current projects are, so be patient! We'll contact our successful applicants as soon as we're able.

4. If you're successful, congratulations! We'll ask you for a volunteer Blue Card to link to our organisation. It can take up to a month to set up a valid Blue Card, so stay vigilant!

5. When your Blue Card is linked, you're all set to be assigned a supervisor!

If you have any questions, contact admin@childrenbychoice.org.au for more information.



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