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Volunteer Policy for Pulau Ubin

1. Definition

A Pulau Ubin (PU) Volunteer is one who works to help achieve the objectives of our nature area for no financial reward.

2. Vision

Volunteers are vital to us. Volunteers can instill awareness, promote responsibility and care for our natural heritage. With their assistance, we can intensify and extend the range of educational programmes to the public, which are not possible with the existing staff strength.

We envisage a future in which PU enjoys on-going support and commitment of the community through volunteers who actively contribute to the objectives of the wetland reserve.

3. Objectives

The Volunteer Programme offers the community an opportunity:

- To take an active role in supporting and promoting the care for Singapore's natural heritage through our programmes.
- To create an awareness and appreciation for the richness of life found in PU among Singaporeans and residents.
- To play an informal and advisory role to promote responsibility for protecting our natural heritage and proper usage of PU.

4. Requirements

The volunteer must:

- Be committed and enthusiastic.
- Have a keen interest in the natural environment.
- Believe in the importance of nature conservation and enjoy sharing his/ her knowledge with others.
- Enjoy working in the outdoors.

Prior experience and specialised knowledge are not required, as basic training will be provided.

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5. Involvement

Volunteers will be involved and trained in areas including: education, visitor services, conservation works and scientific studies/research.

The more enthusiastic and longer serving volunteers could stay on to form the core group of volunteers. These core volunteers could help conduct training courses for the newer volunteers.

For the safety of the volunteers, the management of PU has the right to disqualify a volunteer from any activity if it thinks he/she is incapable of continuing without jeopardizing his/her own or other volunteers' health, well being or safety.

6. Commitment

Each term of service will last for a year and volunteers are required to volunteer for at least 4 sessions within the year. Volunteers can be excused for a maximum of a term; however, a valid reason must be provided.

7. Discipline

Volunteers are obliged to observe a code of conduct:

- Be punctual and responsible. Notify the coordinator as early as possible if you are unable to turn up for your duties.
- To sign in and out in the Volunteer Attendance Book and to inform the staff of their attendance before the commencement of their duties, if they are leaving early, and before the end of their duties.
- Be courteous towards visitors.
- Work in harmony with staff and fellow volunteers. The volunteer programme can only succeed with cooperative team effort. Volunteers must respect and accommodate the views of others.
- Be properly attired and put on their Volunteer Pass while on duty.
- Volunteers are not to represent Pulau Ubin and National Parks Board to the media or elsewhere, based on their volunteer status unless approval has been given.

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8. Training

Several training programmes are identified:

a) General Orientation

Potential Volunteers are invited to attend a half-day volunteer orientation session to get an overview of PU and its volunteer programme.

b) Core Training

Volunteers will go on-job-training with experienced guides on walk of preference. Volunteers are invited to relevant workshops and talks as part of the training.

c) Staff Support

Staff will support volunteer by providing the information and resources necessary to perform the assigned area of service.

9. Appointment

a) Issue of Volunteer Pass

A volunteer pass will be issued after the volunteer has attended the training programme and embarked on his/her service. The volunteer pass is valid for a year and renewal of the pass is subjected to the level of involvement in the PU's activities and observation of the code of conduct.

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b) Evaluation / Renewal

At the end of each term, volunteers will be asked to complete an evaluation form to feedback on the volunteer programme. Volunteers will also be given an option to either continue or discontinue their services.

c) Termination / Volunteer Resignation

The management of PU reserves the right to terminate the service of a volunteer who fails to meet the basic standards of professionalism or who do not comply with the volunteer's code of conduct.

In the event that a volunteer is terminated or decides to discontinue his/her services, the volunteer pass must be returned to PU.

10. Declaration and Indemnity

Volunteers are to be fully aware of the dangers and risks that might occur in the voluntary services and activities and will not in anyway hold the Government or the management of PU and National Parks Board responsible for any liability, loss, damage, expense and cost, which the volunteers may sustain, incur or receive as a result of such services and activities.

11. Welfare

- **Volunteer Polo-shirt**
Volunteer Polo-shirt will be given to regular volunteers.
- **Volunteer Allowance**
Each confirmed volunteer will be paid an allowance of \$14.00 per session to help cover expenditure for transport and meals.
- **Events**
Volunteers will be invited to official events as a recognition of their contribution as volunteers.
- **Recognition Event**
Certificates will be awarded yearly to recognise volunteer contributions. The certificates will be presented officially at the "Volunteer Recognition Event".