



Volunteer Rights and Responsibilities

A Volunteer has the *right* to:

- Be properly interviewed, selected, and be provided with a position description;
- Be provided with information on the organization's mission, policies, structures, and funding;
- Be assigned tasks and duties that are worthwhile and challenging, with the freedom to use existing skills and to develop new ones;
- Be provided with proper orientation and ongoing training;
- Receive sound guidance and direction from someone who is experienced, willing, and who has the time to invest;
- Be treated with dignity and respect as a co-worker;
- Have a chance to offer suggestions and to be heard;
- Have personal information kept confidential;
- Be provided with regular feedback and evaluation of her/his performance;
- Work in a safe environment and refuse any task that she/he feels unsafe;
- Be covered by organizational insurance while performing volunteer duties;
- To be reimbursed for out of pocket expenses where appropriate;
- Be appropriately recognized for a job well done.

A Volunteer has the *responsibility* to:

- Accept a volunteer position that she/he believes in and that will meet her/his interests and available time;
- Ensure she/he understands the organization's policies, structures, and mission;
- Act with professionalism, respect, and integrity when dealing with individuals and agencies;
- Consult with the supervisor when unclear on policy, appropriate action, or directions given;
- Acknowledge the need for training and evaluation by participating fully in each process;
- Accept advice and direction from the supervisor;
- Work as a member of the team;
- Share ideas, enthusiasm, feedback, and suggestions;
- Respect and uphold confidentiality;
- Keep abreast of organizational changes;
- Inform the supervisor promptly if she/he cannot come to volunteer;
- Refuse gifts or tips from the recipients of the services provided by the organization she/he is volunteering with.