



Rights and Responsibilities of a Volunteer

As a volunteer, you have the *right* to:

- ❖ Be informed about how your efforts actually contribute to the organization's objectives.
- ❖ Receive the necessary orientation, training, and supervision by someone who is experienced, well-informed, patient, and thoughtful.
- ❖ Have an orderly, designated place to work, wherever possible.
- ❖ Learn how to improve your skills in the work you are doing.
- ❖ Be treated with respect and kindness.
- ❖ Expect that your time will not be wasted by poor planning.
- ❖ Ask questions and give suggestions about the work you are doing.
- ❖ Be trusted with confidential information necessary to do your work.
- ❖ Be appreciated for the work you have done.
- ❖ Be given written proof or evaluation of your work, if you request it.

As a volunteer, you have the *responsibility* to:

- ❖ Only accept responsibilities that you can reasonably handle.
- ❖ Make clear arrangements with the organization about when you will be volunteering so that they can make appropriate preparations.
- ❖ Meet your time commitments or provide adequate notice so other arrangements can be made.
- ❖ Respect the confidences given to you.
- ❖ Follow organizational policies and procedures.
- ❖ Perform the work assigned to the best of your ability.
- ❖ Accept reasonable tasks without complaining.
- ❖ Be open-minded.
- ❖ Treat others with respect and kindness.