

Rights and Responsibilities of Volunteers

It is important to remember that as a volunteer you both have rights and responsibilities that will ensure a positive experience for both you and the organization.

Volunteer Rights:

- * Learn about the organization
- * Be given suitable assignment with a written placement description
- * Receive orientation and training
- * Be given direction and guidance
- * Refuse to assist if you believe it is unsafe or outside of placement description
- * Have regular evaluations of your performance
- * Be heard and recognized
- * Be given the opportunity to make suggestions and ask questions in the organization
- * Be treated with respect

Volunteer Responsibilities:

- * Make a commitment
- * Treat staff, patients/residents and families with respect and courtesy
- * Be willing to learn and participate in orientation, training programs and meetings
- * Understand clearly what is expected of you
- * Arrive shift on time, and to be prepared
- * Inform the supervisor promptly if you cannot come to work
- * Keep internal information about the organization confidential
- * Accept guidance and decisions from Volunteer Managers/Coordinators
- * Suggest changes or improvements