



## 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:

- To be treated as a co-worker
- To be given suitable assignment with a written position description
- To learn about the organization
- To have insurance coverage while performing volunteer duties
- To receive an orientation and training for the volunteer position and opportunities for continuing education
- To be given sound direction and guidance
- To have regular evaluations of his or her performance
- To apply his or her skills and have a variety of experiences
- To be employed in tasks suitable to his or her physical and intellectual capacities
- To benefit from advice and training
- To be shown gratitude for a job well done
- To be given the opportunity to make suggestions and ask questions in the organization
- To be recognized
- To be treated with respect

### Volunteer Responsibilities:

- To make a sincere commitment
- To choose an organization that matches your expectations, and whose objectives you respect
- To treat co-workers and clients with respect and courtesy
- To accept tasks that fit your skills and interests
- To understand clearly what is expected of you
- To arrive at work on time, and to be well-prepared
- To inform the supervisor promptly if you cannot come to work
- To observe the rules of confidentiality
- To accept advice and direction from supervisors
- To undertake your tasks efficiently and honestly
- To express feelings of satisfaction or discontentment about your volunteer work
- To suggest changes or improvements
- To seize every opportunity for training
- To thoroughly understand the organization's policies and structures
- To know your limits

