

VOLUNTEERS — RIGHTS AND RESPONSIBILITIES

You have a right to:-

- Be orientated to the organisation, its policies, aims, objectives, staff and programs
- Be treated as a co-worker, member of the team, and be shown respect
- A suitable assignment with consideration for personal preference, abilities and skills
- Adequate information, support and resources to carry out assignments(s)
- Receive appropriate in-service training and education when and if appropriate
- Receive regular support, supervision and debriefing with the Director or relevant staff persons(s)
- A physical place to work, and a pleasant safe and healthy environment
- Adequate out of pocket reimbursement (i.e. *travel*) when resources are available and where expense has been approved
- To be given a written job description
- To say NO
- To attend staff meetings where relevant

As a volunteer you have the responsibility to:-

- Work within the guidelines of your written job description
- Uphold the philosophy, and procedures of this service
- Be aware of how much time you wish to commit and to inform the Director and/or Program Manager
- Be aware of your reasons for wanting to volunteer
- Be reliable in your commitment
- Be open in your communications with the organisation

- Seek clarification regarding the assignment and the organisation generally
- Give adequate notice of your intention to resign
- Refuse assignments you feel that you are unable to undertake
- Be willing to undertake training in order to perform your tasks more effectively

Give feedback on any problems with:-

- Your level of commitment
- Your assignment
- Your availability
- Your job satisfaction