

## **Volunteer Rights and Responsibilities**

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### **A volunteer has the RESPONSIBILITY to:**

- Respect the rights of all participants and fellow staff.
- Be responsible and follow through on all commitments.
- Be aware and follow any procedures regarding facility use and safety.
- Understand and respect confidentiality.
- Have a professional attitude toward their commitment.
- Work as part of a team.
- Inform staff and other relevant persons of termination and reasons why.
- Be responsible for attending all required trainings.
- Be responsible for prompt and dependable attendance and to notify staff if they will be absent from a program.

### **A volunteer has the RIGHT to:**

- Have their responsibilities spelled out.
- Have training and access to resource people for assistance.
- Have their skills respected and used.
- Have periodic reviews, access to records kept and job recommendations.
- Be heard and have a part in planning.
- Not incur financial responsibilities as part of the volunteer work.
- Be kept informed about situations affecting the volunteer assignment.
- Recognition and appreciation.