



Shelburne Association Supporting Inclusion

Volunteer's Rights & Responsibilities

Rights

- The right to be treated as a co-worker – not just as free help
- The right to a suitable assignment, with consideration for personal preference, experience, education and employment background
- The right to know as much about the organization as possible – its people, policies and programs
- The right to proper and ongoing training for the job
- The right to information regarding new developments
- The right to sound guidance from someone who is experienced, patient and able to give his or her time
- The right to a designated, orderly, and proper place to work
- The right to be heard and make suggestions, to take part in planning, and have respect shown for an opinion
- The right to expect fair, honest feedback and constructive criticism
- The right to recognition in the form of promotion, awards, encouragement, expression of appreciation, and validation of a job well done

Responsibilities

- The responsibility to treat the clients with dignity and respect
- The responsibility to make sure you want to help other people and believe in the value of what you are doing
- The responsibility to know all you can about your facility and your job
- The responsibility to not criticize what you don't understand, but to speak up and ask about things you don't understand
- The responsibility to be willing to learn and take part in training
- The responsibility to welcome supervision, but be able to work with minimum supervision
- The responsibility to accept fair, honest and constructive criticism and be able to work with that feedback to improve your performance
- The responsibility to be dependable, do what you agreed to do and don't make promises you can't keep
- The responsibility to be a team player, and to work co-operatively with others