

Volunteer Rights and Responsibilities

Volunteer Rights

- ☺ To do meaningful and satisfying work.
- ☺ To be assigned to projects which meet your interest and needs.
- ☺ To be oriented to the agency – its mission, vision, and philosophy.
- ☺ To be trained appropriately for your work.
- ☺ To receive supervision and guidance throughout your volunteer experience.
- ☺ To have your service hours documented (with a certificate or letter) upon request.
- ☺ To receive feedback and evaluation on the work that you perform.
- ☺ To be treated with respect within the organization.
- ☺ To be trusted with confidential information necessary to carry out your assignment.

Volunteer Responsibilities

- ☺ Participate with enthusiasm and commitment.
- ☺ Be open and honest with the program about your expectations and abilities.
- ☺ Not to take on more responsibility than you can handle.
- ☺ Fulfill times and task commitments
- ☺ To be comfortable saying “no” if necessary.
- ☺ To perform the tasks assigned to you to the best of your ability.
- ☺ To follow the program policies and procedures
- ☺ To respect those confidences entrusted to you.
- ☺ To be open-minded and respectful towards opinions shared with you.
- ☺ To notify the program in advance of absences or schedule changes that may affect them.
- ☺ To learn from your volunteer experience.
- ☺ To be accepting of training and information shared with you.
- ☺ Engage in open communication including responding to emails, texts, and phone calls. Sign-up for TextCaster for the site of your volunteer service.

Remember - You represent NEK-CAP, Inc. in your community!