

The Balance of Rights and Responsibilities

Volunteer and Paid Staff

The volunteer staff has the Right to:

1. a job that is worthwhile and challenging
2. be trusted with necessary confidential information.
3. be kept informed on what is happening in the organization.
4. expect that his/her tasks have been planned for.
5. an assignment that will promote learning and growth.
6. orientation and training.
7. receive advice and support from a designated supervisor.
8. appropriate recognition even on a day-to-day basis.
9. out-of-pocket reimbursements, whenever possible.
10. be treated as a non-paid staff member.

The paid staff has the Right to:

1. decline to work with any volunteer thought unsuitable.
2. expect that the volunteer will complete assignments accepted.
3. give instructions as to how the work is to be done.
4. give the volunteer a trial or probationary period.
5. evaluate the volunteer's performance.
6. demand quality performance.
7. report problems and progress to person who coordinates program.
8. schedule volunteers when work space is available.
9. own opinion on the merit of volunteer involvements.
10. be respectful and trusted as a colleague.

The volunteer staff has the Responsibility to:

1. know his/her limits.
2. respect confidences.
3. follow organizational guidelines.
4. prepare for each work assignment.
5. use time wisely; not interfere with other's performance.
6. acknowledge the need to training and participate fully.
7. consult with supervisor when unclear on policy or activity.
8. give constructive feedback that will improve effectiveness.
9. refuse gifts or tips from recipients of service.
10. work as a team member.

The paid staff has the Responsibility to:

1. make all necessary qualifications known ahead of time.
2. provide for adequate time and training for each assignment.
3. make sure the volunteer understands the task.
4. set and maintain standards.
5. provide feedback in constructive terms.
6. allocate supporting resources; give recognition for work done.
7. keep good communications with the volunteers program coordinator.
8. provide adequate, pleasant work space.
9. not over generalize about volunteers.
10. respect and trust volunteers in return.