

Volunteering Best Practices

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A Volunteer has the right to:

Be properly interviewed, selected, and be provided with a position description.

Be provided with information on the organization's mission, policies, structures, and funding.

Be assigned tasks and duties that are worthwhile and challenging, with the freedom to use existing skills and to develop new ones.

Be provided with proper orientation and ongoing training.

Receive sound guidance and direction from someone who is experienced, willing, and who has the time to invest.

Be treated with dignity and respect as a co-worker.

Have a chance to offer suggestions and to be heard.

Have personal information kept confidential.

Be provided with regular feedback and evaluation of her/his performance.

Work in a safe environment and refuse any task that she/he feels is unsafe.

Be covered by organizational insurance while performing volunteer duties.

To be reimbursed for out of pocket expenses where appropriate.

Be appropriately recognized for a job well done.

A Volunteer has the responsibility to:

Accept a volunteer position that she/he believes in and that will meet her/his interests and available time.

Ensure she/he understands the organization's policies, structures, and mission.

Act with professionalism, respect, and integrity when dealing with individuals and agencies.

Consult with the supervisor when unclear on policy, appropriate action, or directions given.

Acknowledge the need for training and evaluation by participating fully in each process.

Accept advice and direction from the supervisor.

Work as a member of the team.

Share ideas, enthusiasm, feedback, and suggestions.

Respect and uphold confidentiality.

Keep abreast of organizational changes.

Inform the supervisor promptly if she/he cannot come to volunteer.

Refuse gifts or tips from the recipients of the services provided by the organization she/he is volunteering with.



*Endorsed by the Volunteer Centre of Guelph/Wellington Board of Directors,
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