



Volunteer Rights & Responsibilities at SOME

Every volunteer has the right to...	Every volunteer is expected to...
<p>A safe, comfortable and welcoming environment where everyone is treated with dignity and respect</p> <p>Information regarding specific job duties, expectations, grievance procedures and codes of conduct via orientations and resource documents</p> <p>Suitable and appropriate volunteer assignments</p> <p>Necessary support, resources and tools to complete volunteer assignments</p> <p>Provide feedback to an attentive audience, and in a neutral setting if the feedback is critical</p> <p>Have their time respected, including the right to request changes to their tasks/roles and the right to stop volunteering at any time</p> <p>Notice and explanation for account blocking or termination from a volunteer position</p> <p>Easily access the Volunteer Coordinator</p> <p>Easily access an accurate record of their service</p> <p>Request verification of hours served</p> <p>Volunteer identification</p>	<p>Serve with energy, empathy and enthusiasm</p> <p>Treat everyone with dignity and respect</p> <p>Have a profile in SOME's electronic volunteer management system and complete additional paperwork when relevant</p> <p>Sign up for suitable tasks, and sign in electronically or on paper for all hours served</p> <p>Fulfill the duties of assigned volunteer roles to the best of their ability and follow staff instructions</p> <p>Accept constructive criticism from SOME staff</p> <p>Keep all information obtained directly or indirectly about clients or guests confidential</p> <p>Maintain appropriate boundaries with staff, guests, clients and other volunteers</p> <p>Alert supervising staff/volunteer coordinators at least 24 hours in advance to cancel a commitment</p> <p>Notify supervising staff or Volunteer Services staff with concerns, issues and feedback</p> <p>Arrive to opportunities in accordance with dress code, timing and hygiene guidelines</p> <p>Participate in a new volunteer orientation before the first volunteer shift</p>