

Volunteer Rights and Responsibilities

Your contribution to our work is highly respected and valued. We articulate your rights – and responsibilities – as a volunteer here, to set reasonable expectations and establish a satisfying working relationship.

Volunteers have the right to:

- ⌚ An adequate orientation to the organisation
- ⌚ A clearly written job description
- ⌚ Be assigned to a job that suits their personal preferences, motivation, skills, experience, and qualifications, where possible
- ⌚ Be trained to do their job
- ⌚ A suitable place to work
- ⌚ A satisfying job
- ⌚ Know their supervisor or co-ordinator and know how to contact them
- ⌚ Be provided with adequate guidance
- ⌚ Protection, safety, and insurance when carrying out their assigned tasks
- ⌚ Have their personal information held confidentially
- ⌚ Be involved in decisions that affect their areas of responsibility, where applicable
- ⌚ Have their complaints and concerns heard
- ⌚ Be respected by all team members
- ⌚ Feedback about their performance
- ⌚ Be recognised for contributing their time, experience, ideas, and skills
- ⌚ Say 'no' – volunteers should not be coerced into doing tasks against their wishes or those they do not feel qualified to do
- ⌚ Take time off for a holiday or personal reasons
- ⌚ Resign from their positions



Volunteers have the responsibility to:

- ⚠ Ensure they have the time necessary to take on a volunteer position
- ⚠ Work within the policies and rules of the organisation
- ⚠ Respect the privacy of staff, clients, members, and other volunteers
- ⚠ Be reliable and dependable
- ⚠ Complete agreed hours and tasks
- ⚠ Record hours worked, either on their volunteer profile on the BTF website, or via a time sheet
- ⚠ Inform the organisation when they will not be available to volunteer
- ⚠ Be loyal to the organisation
- ⚠ Speak up about important issues and concerns to their relevant supervisor
- ⚠ Attend orientation and training sessions where required
- ⚠ Follow directions given by supervisors or volunteer co-ordinators
- ⚠ Be a team player and support staff and other volunteers
- ⚠ Be considerate about the views of staff, clients or members and other volunteers
- ⚠ Identify their limitations and expectations
- ⚠ Be accountable to, and accept, constructive criticism