



**COUNTY OF HENRICO  
DEPARTMENT OF HUMAN RESOURCES  
VOLUNTEER SERVICES PROGRAM**

*Volunteer Rights and Responsibilities*

**RIGHTS**

1. A job description should be provided, but opportunity for individual design should be negotiated.
2. Sufficient, ongoing training should be made available and volunteers should be given a voice in planning that training.
3. Volunteers should be fully aware of who their supervisor is and be provided with strong, ongoing honest supervision.
4. Volunteers should feel that their skills are needed and wanted in the organization.
5. Volunteer accomplishments should be recognized through praise, written or verbal communication.
6. Volunteers should be made to feel that they, along with paid staff, are part of a team.
7. Volunteers should be given the assurance that any special skills they possess will be fully considered in their placement.
8. Volunteers should have the right to be involved in decision and policy-making which affects them.
9. Volunteers should be able to expect honesty from their supervisors.
10. Volunteers have the right to offer and receive feedback and suggestions from their supervisors on a one-on-one basis.
11. Volunteers should be included in as many staff activities as possible and are entitled to know as much as possible about the organization for which they are working.
12. Clear and specific directions should be given to volunteers at all times.
13. Volunteers have the right to know the length of time commitment that is expected of them.



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**RESPONSIBILITIES**

Volunteers agree to:

1. Consider volunteering a serious commitment.
2. Be supportive of the organization they are part of and represent it in an appropriate and responsible way.
3. Observe the same rules and policies of the organization as paid staff or use constructive channels for change.
4. Maintain confidentiality in all issues pertaining to clients.
5. Offer feedback and suggestions to paid staff.
6. Take part in training which is required or pertinent to their job.
7. Be on time for work and follow through on any commitments made. Scheduling conflicts should be made known to the staff as soon as possible so appropriate action can be taken.
8. Follow their job description and accept supervision.
9. Inform the paid staff of any skills he or she feels should be known for the placement process before taking a volunteer assignment.
10. Give their supervisors adequate notice before they terminate their job and be honest about the reasons for leaving.

Immediate Supervisor's Signature: \_\_\_\_\_ (Required)

Signature of Parent/Guardian: \_\_\_\_\_ (Required if volunteer is under 18)

Volunteer's Signature: \_\_\_\_\_ (Required)

Date: \_\_\_\_\_ (Required)