

## **Thunder Bay Indian Friendship Centre**

### **Volunteer Rights and Responsibilities**

Volunteer Rights and Responsibilities will be provided to each new volunteer of the Thunder Bay Indian Friendship Centre and are as follows:

#### **A VOLUNTEER HAS THE RIGHT:**

- To be treated with the same respect and dignity as TBIFC employees
- To have a suitable assignment that is worthy and challenging with consideration of personal preference, temperament, life experience, education, and employment background.
- To receive orientation.
- To receive training and supervision for the task assigned and accepted.
- To be trusted with confidential information that will assist with assignment.
- To be heard.
- To be free to make suggestions.
- To expect that his or her time will not be wasted by lack of planning, coordination and cooperation within the TBIFC.
- To indicate limitations on time and responsibilities
- To receive recognition when appropriate
- To expect expertise from their supervisors.
- To work in a safe and healthy environment
- Have access to dispute resolution procedures and to be supported through such a process
- Be provided with a place to contribute their talents, knowledge, skills and abilities with suitable tools, resources and materials.

#### **RESPONSIBILITIES OF VOLUNTEERS**

##### **WE ASK THAT OUR VOLUNTEERS AGREE TO:**

- Be reliable and dependable, where possible, to regular day(s) and time of day so duties and responsibilities can be planned accordingly to ensure successful program outcomes.

- To work as a member of a team with TBIFC staff and other volunteers
- Follow instructions and direction of their supervisor and consult with their supervisor if they have any questions or concerns
- Ask for support or additional resources when needed to ensure success
- To abide by all TBIFC policies and procedures
- Make every effort to ensure that confidential information that may be acquired during their course of duties is safeguarded and protected
- To report any situation out of the ordinary, which may cause harm to self or others
- Report any injury immediately to their supervisor
- Report any unlawful or inappropriate behaviour to their supervisor
- Discuss any concerns or problems with their supervisor, and if they remain unresolved, speak to the Director of Operations and/or Executive Director.
- To not let prejudice interfere with volunteer performance
- To not pressure clients, staff or other volunteers to accept the volunteers standards or beliefs
- To not receive gifts or tips from clients as a way of saying thank you
- Show enthusiasm, loyalty and belief in the vision and mission of the TBIFC
- Inform the TBIFC of any pre-existing medical conditions or special needs that TBIFC should be aware of that might affect the volunteer's ability to undertake certain tasks or make requests for accommodation

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Signature

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Date

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Witness Signature

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Date