**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 Date

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Witness Signature Date