

Volunteer Guidelines

Whilst volunteering can be the habit of a life-time, the opportunity is there at any age. For many it has provided the chance to try something completely new. Taking part in your community can lead to a better understanding of your own abilities, some you never even knew you had! There are probably many more things to interest you than you had imagined possible. Not only in the areas of caring and companionship, practical support, information and advice services, transport, administration and fundraising but animal welfare, heritage and conservation

Volunteering is the gift of time. Nevertheless it's important not to feel over stretched. The help you give should certainly not prevent you from pursuing any hobbies, or your family and social life.

As a volunteer you have responsibilities but you also have rights.

The responsibilities of a volunteer are:

- To be reliable
- To arrive on time
- To tell the appropriate person in the organisation if you are not available or running late.
- To respect confidentiality
- To have a non-judgmental approach
- To recognise any personal and external limitations on your commitment
- To undertake relevant training
- To be honest if you have a problem

Volunteers rights are:

- To receive appropriate training
- To know who to speak to with any problems
- To be safe
- To be covered by appropriate insurance
- To be reimbursed out-of-pocket expenses
- To have choices and be able to discuss them
- To say No
- To be taken seriously by paid colleagues
- To be valued

