

## 11. VOLUNTEERS



### 11.0.03 VOLUNTEERS RIGHTS & RESPONSIBILITIES

#### RIGHTS

Jesuit Social Services volunteers will have the right to:

- information about Jesuit Social Services and the relevant program
- a clearly written job description
- know to whom you are accountable
- be recognised as a valued team member
- be supported and supervised in your role
- a healthy and safe working environment
- be covered by insurance
- say no if you feel you are being exploited
- be reimbursed for out of pocket expenses as agreed with Supervisor
- be informed and consulted on matters which directly or indirectly affect you and your work
- be made aware of the grievance procedure within the organisation
- orientation and training
- confidentiality, personal dignity and respect
- voice opinions, thoughts, feelings and beliefs without fear of retaliation
- be recognised as a valuable member of the Jesuit Social Services organisation

#### RESPONSIBILITIES

Volunteers with Jesuit Social Services are asked to:

- be reliable
- respect confidentiality
- carry out the specified job description
- be accountable
- be committed to the organisation
- undertake training as requested
- ask for support when needed
- give notice before leaving the organisation
- value and support other team members
- carry out the agreed work responsibly and ethically
- communicate regularly with their Coordinator
- share information with Coordinator/Supervisor