



*What does it mean to volunteer? Volunteering is to use your own life experiences and skills to help others in the community without expecting to receive a monetary payment.*

## **GUIDELINES FOR VOLUNTEERS**

1. Carefully choose the area in which you wish to work. Jobs that suited to your own interests and abilities are likely to be the most rewarding.
2. Realistically estimate the amount of time you have to give. Most volunteer assignments require a minimum of three hours a week. Having made the time commitment, it should be honored.
3. Expect to arrive at your assignment at the agreed time. If you must be absent, you should call as soon as possible.
4. Be clear as to what your role and duties are. You may request a written job description. Volunteers should expect continued guidance and direction.
5. Expect to participate in orientation sessions, and you are urged to attend training programs. If you find your time is not well spent, you should discuss the situation with the person in charge.
6. Respect the principle of confidentiality and follow the same ethical standards expected of all staff members.
7. Approach your working situation with an open mind. If there is any procedure you do not understand or agree with, you should ask questions. There may be good reason for it, or it may be time for change.

**ENJOY YOUR VOLUNTEER EXPERIENCE!**