



## Volunteer Rights and Responsibilities

You are a valuable asset to your program. It is important to us that your experience at Foundation for Immigrant Resources and Education (FIRE) is safe, fulfilling, and enjoyable. The following rights and responsibilities encompass what you should expect in volunteering in our programs.

### Rights

Upon choosing to volunteer in our program, you have the right to:

- a job description outlining responsibilities, time commitment, training, and supervision.
- information about the organization, its mission, and program plans and share your expectations for your experience.
- information about emergency policies and procedures.
- an assignment suitable to your interests and abilities.
- request reassignment if placement is not working.
- be heard and recognized.
- be treated as a co-worker.
- offer ideas and suggestions.
- receive guidance and direction.
- ask for and receive performance evaluations.
- explore new volunteer opportunities.
- receive on-going job training.

### Responsibilities

Upon choosing to volunteer in our program, you have a responsibility to:

- be open about preferences, skills, and availability.
- share significant medical or physical information.
- understand the volunteer opportunity and organization before beginning the position.
- respect others and their confidentiality.
- work cooperatively within the organization
- follow the organization's policies and procedures.
- commit to one full semester or session and notify the program coordinator in advance of any absence
- contribute ideas and suggestions about the position, organization, or its programs.
- keep accurate clear and accurate class records and attendance hours
- report any inappropriate behavior, problems or special needs in the classroom to the supervising program coordinator or to a teacher.

I understand my rights and responsibilities and will try to follow them.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date