

Rights and Responsibilities

Name: _____

Place of Assignment: YWCA - Children's Alley, 2222 14th Street, Boulder, CO 80302.

1. Volunteer Rights and Responsibilities

The Volunteer has the right:

- To be given job training
- To ask questions
- To be treated with respect
- To make suggestions or offer opinions
- To be evaluated by the supervisor

The Volunteer has the responsibilities:

- To be prompt and reliable
- To notify a staff member of Children's Alley if unable to fulfill scheduled time
- To discuss with their supervisor any difficulties or problems encountered on the job; if this is uncomfortable, contact the Children's Alley Program Manager at 303.443-0419, ext. 111.
- To keep confidential any information learned on the job about agency business and the clients

2. Agency Rights and Responsibilities:

The Agency has the right:

- To expect a volunteer to be prompt and reliable
- To be notified when the volunteer will be late or absent
- To expect the volunteer to keep the agency and client information confidential
- To terminate a volunteer

The Agency has the responsibility:

- To give job training to the volunteer
- To treat the volunteer with respect
- To evaluate the volunteer's performance
- To provide the volunteer with the information about the agency's program and procedures
- To provide a complete job description
- To keep updated records of time worked and projects completed

Date: _____

Signature (Volunteer): _____

Signature (Supervisor): _____