

# **Rights and Responsibilities of Community Caregivers Volunteers**

## **A Community Caregivers volunteer may expect:**

- Equal opportunity throughout recruitment, assignment, education and service
- Information concerning volunteer opportunities and appointments based on the volunteer's interests, capabilities and availability
- A written position description
- An orientation to the program and the education needed to carry out the volunteer responsibilities
- Educational sessions on a wide range of topics such as caregiving, volunteering and personal growth
- Encouragement, guidance and the resources necessary to be successful
- Consideration of and responses to questions, suggestions and concerns
- Assistance from the office staff in resolving problems, conflicts or concerns
- Respect and recognition for his/her efforts and contributions
- Feedback on their performance and volunteer efforts
- Insurance coverage while participating as a Community Caregivers volunteer

## **Community Caregivers' expectations of volunteers:**

- To participate in orientation and any additional training required for the volunteer's position
- To complete a data form and sign a volunteer agreement form
- To give written permission for Community Caregivers to check references and DMV records as needed
- To perform assignments to the best of his/her abilities
- To be dependable, cooperative and accountable
- To communicate ideas, opinions, questions and concerns regularly and respectfully with Community Caregivers staff and volunteers
- To contribute constructively to the resolution of problems or conflicts
- To be friendly and supportive to clients
- To report all hours, mileage and activities once a month