

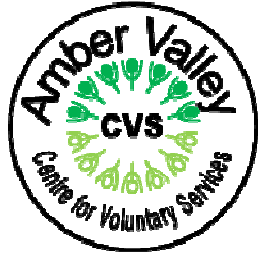
Last updated 24.04.12

Amber Valley CVS, proud to support our community and its people with voluntary action

## Office Hours

Monday-Thursday 9am-4.45pm

Friday 9am-4.15pm



### Amber Valley CVS

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## Do you know your Rights and Responsibilities



... as a volunteer



## Thank you ...

### For making the decision to become a Volunteer via Amber Valley CVS.

The following information sets out what we expect from you and what you can expect from us.

Your experience should be beneficial and fulfilling both for you and for those who receive your voluntary work. As in any working relationship it takes time to settle into your role. The following information will perhaps give you an idea of your rights and responsibilities.

Take time to read and think about these things, and if you have any questions please ask. We are happy to offer help or advice relating to volunteer matters.

### What you can expect as a volunteer

You have the right to volunteer in a supportive environment, brought about by:

- An induction with a clear outline of what you are expected to do within your volunteer role.
- The name of a person in the organisation who you can ask for advice.
- The right to join a trade union if you wish to.
- Reimbursement of any reasonable out of pocket expenses, that you have incurred as a volunteer.

## Safety

Your working environment should be safe. You should receive health and safety training to ensure that you are safe, and should have protective equipment issued to you if necessary.

### Regular planned supervision

Identifying training needs. Hopes for the future and to have respect shown for your opinion.

### What the organisation can expect

As far as possible, the following responsibilities can be expected from you:

- **Reliability** - Please let the organisation know when you cannot make a volunteering session. If possible let them know in advance of holiday times.
- **Confidentiality** - Respect those you work with, and those you assist, by not divulging personal details about others, and following the confidentiality policy they have.
- **Respect** - for others. Ensure that your words or actions do not discriminate against others however “different” they may appear to you.
- **Enthusiasm** – Enjoy what you do. You will not volunteer for long if you are not keen and interested in what you do.

