



VOLUNTEER RIGHTS

- To be treated as a co-worker
- To be given a suitable assignment
- To know as much about the organization as possible
- To receive training for your job
- To receive continuing education for your job
- To have regular evaluations of your volunteer performance
- To be given sound guidance and direction
- To be given promotion and a variety of experience
- To be heard
- To be recognized

VOLUNTEER RESPONSIBILITIES

- To give as much notice as possible if you can't make your lesson time – if we can't find a replacement, a rider may not be able to ride. (Call Sarah at 428-2296 or 402-4696 cell)
- To be on time – if you are late a student could lose valuable riding time
- To be willing to learn and participate in an in-depth orientation and attend continuing education seminars, workshops etc.
- To continue to learn on the job
- To ask questions if you are unsure of anything
- To have a clear understanding of the needs of the student(s) you are assisting
- To respect confidentiality when assisting a person with special needs
- To be sincere in your offer of service, and believe in the value of the job to be done
- To be loyal to the organization you work with
- To maintain the organization's dignity and integrity with the public
- To carry out duties promptly and reliably
- To accept the guidance and decisions of the Program Director/Instructor
- To understand the function of the paid staff, maintain a smooth and harmonious working relationship with them and other volunteers, and to stay within the bounds of volunteer responsibility

Signature of Volunteer: _____ Date: _____

Signature of Supervisor: _____ Date: _____