

# Volunteer Commitment and Expectations

**WES is BACK and we are coming in READY TO EMPOWER! Not only the women we serve, but the volunteers and women involved in making this program a success.**

## Your rights

As a volunteer, you have the right to:

- 1. Receive an orientation**  
Before you start in your role as a volunteer, they should tell you about WES. You should learn its mission and your role in fulfilling this goal. You should also be briefed about the kind of environment that you will be working in and the people that you will meet, serve and report to. They should inform you about the organization's policies especially about benefits you are entitled to, or about processes and protocols you must observe (e.g. timing-in, logging out, breaks, etc.).
- 2. Get guidance and direction**  
To be effective in your role, you should be clear about what you need to do and how you should accomplish them. You should be given clear instructions, support and supervision by the volunteer coordinator.
- 3. Be treated as an important part of the organization and be recognized for your contribution**  
You should be treated with respect and be welcomed as an integral part of the organization. You should be heard and recognized for your contributions.
- 4. Be provided a safe and supportive environment.**  
The organization should ensure that you have a safe work environment so you can fulfill your responsibilities without any barriers. This includes a harassment-free environment that adheres to human rights.
- 5. Have regular feedback performance evaluations**  
You should receive regular feedback about your work from your supervisor or coordinator

## Your responsibilities

As a volunteer, you have the responsibility to:

- 1. Come as scheduled and on time**  
You should be present on the date and time agreed upon. Make sure to inform your supervisor or coordinator if you cannot come to work. Give notice ahead of time so that arrangements can be made to cover your schedule.
- 2. Carry out your tasks efficiently and honestly**  
Performing your duties well and to the best of your abilities is expected when volunteering.

3. **Commit time for the work**  
If you agreed to this when you were accepted as a volunteer, then it is a commitment that you must fulfill.
4. **Accept guidance and decisions of the volunteer coordinator**  
WES volunteers work under a volunteer supervisor and/or coordinator. They are your bosses. You can suggest ways by which things could be done, but the final decision lies with your bosses.
5. **Participate in orientations, trainings and meetings**  
To learn more about your role and to acquire the proper knowledge and skills, you are expected to be present at trainings and meetings. If you have questions, suggestions or requests, these are the proper venues to raise them.
6. **Keep internal information confidential**  
Being an integral part of the WES, you should not betray the trust given to you by your employer. Sensitive information about the organization and its clients must not be shared to the public. It can harm their operations. It can also get you into legal trouble.