



Volunteer Bill of RIGHTS & Responsibilities

The Center for Spiritual Living, San Jose gratefully recognizes that our volunteers' time is a tremendously valuable gift!

Our Volunteers have the RIGHT to:

- feel safe, including time and space to choose involvement – or not – without fear or guilt
 - to choose to NOT participate, no explanation required
- feel valued and to be treated with respect
- be heard and to feel free to make suggestions
- have opportunities to participate in planning
- provide feedback about their experience
- ask questions about your volunteer role or project, including a clear job description that outlines role responsibilities and the estimated time needed fulfill them
 - training to enable volunteers to fulfill responsibilities with confidence and skill
 - leader(s) who can answer questions and provide volunteers with direction, appreciation, tools, and communication
 - ask any staff member questions about our work
 - learn about the impact of volunteering for the community

Our Volunteers have the RESPONSIBILITY to:

- honor their own spiritual practices through service to their team, their community, and themselves!
- follow through on obligations and commitments
 - say “No” – no explanation required - if the task/job/role doesn't fit you, your schedule, your interests, etc.
 - not promise what you can't deliver
 - advise your team, in advance, if you will not be able to attend/fulfill commitment
- conduct themselves in a respectful manner, exhibit good sporting conduct, and be a positive role model
- represent the Center with professionalism, dignity, and pride
- communicate their needs, goals, and aspirations
- ask for help when they need it
- address challenges or problems to person(s) with the ability to help resolve them