

The Twofold Balance of Rights and Responsibilities Between Central Michigan Restorative Justice Initiative Volunteers and Staff

We at CMRJI strongly believe in the power of teamwork. Staff and volunteers greatly depend upon each other, as we understand that “when we dream alone, it is only a dream, but when we dream together, it is the beginning of reality.” It is because our staff and volunteers alike are dedicating their time and skills towards a common goal that we strive to give all our team members, whether paid or voluntary, a rewarding work experience.

OUR VOLUNTEERS HAVE

The Right to:

1. a volunteer experience that is both worthwhile and challenging
2. be trusted with necessary confidential information
3. be kept informed on what is happening within our organization
4. expect that his/her tasks have been planned for
5. orientation and training
6. receive advice and support from their designated supervisor
7. appropriate recognition, even on a day-to-day basis
8. be treated as a non-paid staff member

The Responsibility to:

- 1a. understand his/her own limits and abilities
- 2a. respect confidences
- 3a. follow organizational guidelines
- 4a. prepare for each work assignment
- 5a. acknowledge the need for training and participate fully
- 6a. consult with supervisor when unclear on policy or action
- 7a. Give constructive feedback that will improve effectiveness
- 8a. Work as a team member

OUR STAFF HAVE

The Right to:

1. decline any volunteer thought unsuitable
2. expect that the volunteer will complete the assignments they accept
3. give instruction as to how the work is to be done
4. give the volunteer a trial or probationary period
5. evaluate the volunteer's performance
6. demand quality performance
7. report problems and progress to volunteer coordinator
8. schedule volunteers when work space is available
9. be respected and trusted as a colleague

The Responsibility to:

- 1a. make all necessary qualifications known ahead of time
- 2a. provide for adequate time and training for each assignment
- 3a. make sure the volunteer understands the task
- 4a. set and maintain standards
- 5a. provide constructive feedback
- 6a. allocate supporting resources; give recognition for work done
- 7a. keep good communications with the volunteer coordinator
- 8a. provide adequate, pleasant work space
- 9a. respect and trust volunteers in return