



## **GRCC Volunteer Charter**

In our efforts of working towards achieving our mission statement we recognise that volunteers are an essential and invaluable part of GRCC. Therefore to maximise the positive experience of volunteering both to the volunteer and to the organisation GRCC acknowledges the following rights and responsibilities.

### **A GRCC volunteer has the Right to:**

- Receive information about the GRCC's purpose, work and values and its policy on volunteers.
- Privacy and confidentiality.
- Be seen as a valued part of the organisation through inclusion at training sessions, meeting, social functions, etc. All volunteers have a right to attend general training days organised at the centre after successfully completing the six month probationary period.
- Know who to turn to with problems and difficulties
- Make mistakes and learn from them
- Express his/her view, opinions, on a subject
- Be listened to and taken seriously by other members of staff
- Receive regular and constructive feedback on performance
- Work in a safe environment
- Be covered by insurance
- Be able to say no
- Carry out voluntary work without being exploited
- Be reimbursed for any agreed travel expenses
- Be consulted on matters which directly or indirectly affect work
- Be free from discrimination on grounds of gender, marital status, race, sexuality, religion and disability

**A GRCC Volunteer has the Responsibility to:**

- Be reliable and honest.
- Carry out work to the best of his/her ability and so in a way that corresponds to the aims and values of the organisation.
- Attend the place of work at the times agreed
- Notify the contact person if he/she is unable to attend for some reason or is running late
- Respect confidentiality and abide by the confidentiality policy of GRCC
- Respect the rights of clients and other workers within the organisation.
- Attend supervision and training sessions, support meetings if these are agreed as part of the volunteering role.
- Be committed to the work but also to recognise that there are personal and external limitations on time commitment
- Acknowledge decisions made by the GRCC
- Ask for help or support when needed
- To keep themselves up to date with the activities and policies of GRCC
- Keep volunteer contact person/co-ordinator up to date regarding any changes to contact details, educational/training status, working conditions/status, or any other relevant information that might affect volunteering at GRCC
- Undergo Garda Vetting.

Please note that GRCC will keep a personal file on a volunteer with such information as contact details, training / educational background and other relevant information.

Furthermore, please note that former clients of GRCC must wait 7 years after finishing counselling before volunteering within the building.

I have hereby read the above charter and agree to the best of my ability to volunteer for Galway Rape Crisis Centre.

Signed \_\_\_\_\_

Volunteer

Signed \_\_\_\_\_

On behalf of GRCC

Date \_\_\_\_\_