



ICNA CHICAGO

ISLAMIC CIRCLE *of* NORTH AMERICA

VOLUNTEER EXPECTATIONS DOCUMENT

What should I expect from the organization and what are my responsibilities as a volunteer?

It is important for you to know what you are committing to and for how long when you choose to volunteer with any organization. Ask the organization you intend to volunteer for what they expect from you and what they can offer you.

Expectations:

The organization is expected to ensure that you:

- Learn about the organization and its volunteer policies;
- Get an orientation to the organization and training for your volunteer role;
- Know the organization's policy or protocol for handling complaints or any issues of concern;
- Ask for and have regular reviews or evaluations of your performance;
- Get guidance and support in your volunteer role;
- Be reimbursed for all volunteer work-related expenses for the organization.

Responsibilities:

As a volunteer, you have the responsibility to:

- Be punctual for your volunteer duty or shift;
- Be reliable and responsible;
- Communicate any issues or concerns which are likely to affect your volunteer duties;
- Do your duties as assigned and directed;
- Accept guidance from the Volunteer Coordinator or supervisor;
- Be willing to learn and participate in orientation, training programs, and meetings;
- Understand the role of the paid staff, maintain a smooth working relationship with them and stay within the bounds of the volunteer role;
- Keep sensitive organizational information confidential;
- Comply with the policies and procedures of the organization;
- Communicate when you are unable to complete a task so that responsibility may be transferred.

Availability:

The days and timings during which I am most available include: (please list of general days and timings) _____

I am able to give the following amount of time (weekly) for the service of Islamic Learning Foundation _____

Agreement to proceed:

Agreement to proceed as a volunteer

Signature