

Volunteer Responsibilities Outline

Dear [Volunteer's Name],

Thank you for your commitment to our organization! Below is an outline of your responsibilities as a volunteer:

1. Attendance and Commitment

- Attend scheduled training sessions and meetings.
- Notify the coordinator if you are unable to attend.

2. Task Assignments

- Complete assigned tasks to the best of your ability.
- Ask questions if you are uncertain about any aspect of your role.

3. Team Collaboration

- Work cooperatively with other volunteers and staff members.
- Provide support and encouragement to fellow team members.

4. Adherence to Policies

- Follow all organizational rules and guidelines.
- Maintain confidentiality as required.

5. Feedback and Communication

- Provide constructive feedback on your volunteer experience.
- Communicate any concerns or suggestions to the coordinator.

We appreciate your dedication and look forward to working with you!

Sincerely,

[Your Organization's Name]

[Coordinator's Name]

[Contact Information]