**Basic Expectations of Volunteers**

1. **Dependability**

* Arrives on time
* Completes assignments in a timely manner
* Works within given parameters
* Follows instructions
* Dresses and acts in ways that are appropriate for a professional office environment

1. **Initiative**

* Works independently with minimal supervision
* Proposes new ideas

1. **Organization**

* Plans and keeps track of multiple tasks simultaneously

1. **Communication**

* Develops rapport with staff and other volunteers
* Uses multiple communication methods effectively (email, phone, meetings)

1. **Desire to Learn**

* Participates actively in formal training
* Recognizes and takes advantage of opportunities for informal learning
* Asks questions
* Shares new skills and insights with others

1. **Adaptability**

* Learns new skills and approaches
* Adjusts methods when necessary

1. **Judgment**

* Make decisions considering multiple factors
* Asks for help when needed
* Maintains confidentiality
* Raises any concerns with supervisor in a timely manner