**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