

# Great Dismal Swamp National Wildlife Refuge

## Expectations of Volunteers and Paid Staff

### Volunteers should expect:

- A job that is worthwhile and clearly defined.
- Orientation and training.
- To be kept informed on what is happening in the organization.
- An assignment that will promote learning and growth.
- To be treated as a non-paid staff member.
- Recognition for work and accomplishments.

### Volunteers are expected to:

- Know their limitations.
- Respect confidences.
- Follow refuge policy and procedures.
- Use time wisely.
- Perform tasks with concern for personal and equipment safety.
- Conduct themselves in a professional manner.

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### Paid staff should expect:

- Volunteers will represent the US Fish and Wildlife Service in an appropriate manner.
- A volunteer will complete accepted tasks in a quality and timely manner.
- Volunteers will respect the organization's time schedules.
- To evaluate volunteer performance.

### Paid staff is expected to:

- Decline any volunteer thought unsuitable for refuge tasks.
- Make all necessary qualifications known ahead of time.
- Report problems and progress to the volunteer coordinator.
- Provide the appropriate training and support for volunteer tasks.
- Set and maintain standards for assignments.

