

Agency/Volunteer Agreement

As the AGENCY, we agree to accept the services of volunteers and commit:

1. To provide adequate and continuous communication, training, and assistance so that our volunteers will be able to meet the responsibilities of their positions with confidence.
2. To ensure diligent supervisory aid to volunteers and to provide feedback on performance.
3. To offer the volunteer careful placement and an opportunity to change assignments on a prescribed basis.
4. To respect the skills, dignity, and individual needs of volunteers, and to do our best to adjust to these individual requirements.
5. To treat as equal partners with agency staff, both jointly responsible for completion of their respective goals and the agency's mission.

As the VOLUNTEER, I agree to serve as a volunteer and commit:

1. To perform assigned duties without compensation and that, in performing these services, I acknowledge that I am not acting as an employee of the Emergency Shelter.
2. To adhere to the agency's policies and procedures, including record-keeping requirements as well as the confidentiality of agency- and client-information.
3. To perform my duties in good spirit and to the best of my abilities, and to seek guidance when in doubt.
4. To respect paid staff and strive to maintain a smooth working relationship with staff and other volunteers.
5. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

My signature on this document acknowledges that I have read, understand, and will abide by this agreement and all agency policies and procedures.

Volunteer

Date

Agency Representative

Date