



Volunteer – Agency Agreement

This agreement is intended to convey to our volunteers how important their work is to our organization and the people we serve. We will do the very best we can to make your volunteer experience with us both productive and rewarding. To this end, all our volunteers are required to complete this Volunteer-Agency agreement in which both parties spell out the mutual commitments being made whenever a volunteer is accepted into service with us.

I. Agency

We, Chilliwack Community Services, agree to accept the services of _____ beginning _____, and we commit to the following:

1. To provide adequate orientation, training, and assistance for the volunteer to be able to meet the responsibilities of their position. All volunteers will receive a task description outlining their duties.
2. To give supervision to the volunteer and to provide feedback on his or her performance.
3. To respect the skills, dignity, and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer regarding ways in which we might improve our respective tasks.
5. To accept the volunteer's wishes not to fulfill any volunteer assignment that he or she believes to be inappropriate, unsafe, or unacceptable.
6. To treat the volunteer as an equal partner with agency staff, in fulfilling the agency mission.

II. Volunteer

I, _____, agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.
3. To adhere to all agency rules and procedures. This includes completing application and confidentiality forms, satisfactorily clearing a criminal record check, and attending orientation.
4. To accept a 3 month probationary period, and on-going supervision.
5. To abide by the limits of my volunteer task description, and to seek help from the agency in a timely manner with any problems that might arise while I am volunteering.
6. To accept that becoming a volunteer and maintaining a volunteer position is not automatic. The agency has the right to release me from my volunteer duties at any time that it believes doing so is in the best interest of the agency or its clients or mission.
7. To attend agency-supplied training that is deemed necessary for me to perform my duties well.
8. To act at all times as a conscientious member of the team responsible for accomplishing the mission of the agency.

III. Agreed to:

Volunteer _____ Date _____

Agency Representative _____ Program # _____