

Supplementary Doc No:
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VOLUNTEER AGREEMENT

I..... volunteer to assist i60 Community Services Inc.

I understand that:

- i60 Community Services Inc. is a missions-based organisation seeking: to provide relief for those suffering the effects of poverty, loss and ill-health; to alleviate mental and emotional distress; to promote healthy and active lifestyles amongst the youth of the community; to mentor individuals through personal development, support and affirmation; to work in partnership with other similar mission based organisations to value add to the community. It is built on a Christian ethos.
- As a volunteer my actions may affect the reputation of the organisation.
- It is necessary that staff and volunteers model safe and healthy attitudes and behaviours towards members of the community i60 Community Services Inc. is engaged with.
- The times when I volunteer will be mutually agreed between my supervisor and I.
- If my services as a volunteer are no longer required there is no obligation for i60 Community Services Inc. to continue to provide me with volunteer tasks or activities.
- If I breach any commitment to i60 Community Services Inc. I may be terminated as a volunteer.

I agree to:

- carry out my volunteer duties with diligence and in accordance with the *Volunteer Policy and Procedure* (when available), the *Volunteer Manual* (when available) and other i60 Community Services Inc. policies and procedures;
- in particular uphold the confidentiality requirements in relation to clients, staff and volunteers as set out in the *Confidentiality and Privacy Policy and Procedure* (when available) and not disclose any confidential information I obtain in the course of my volunteering;
- act consistently with i60 Community Services Inc. mission and values; and
- fulfil my responsibilities as a volunteer as set out on the reverse of this document.

Volunteer's signature..... Date.....

Name (please print).....

Coordinator/Manager..... Date.....

Name (please print).....

i60 Community Services Inc. commitment to volunteers

i60 Community Services Inc. recognises that volunteers have the **rights** set out below:

- The right to work in a safe and healthy work environment.
- The right to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
- The right to be provided with orientation and training.
- The right to be adequately covered by insurance.
- The right to be given accurate information about i60 Community Services Inc.
- The right to be reimbursed for out of pocket expenses agreed in advance with the Coordinator/Manager.
- The right to have access to relevant policies and procedures.
- The right to have a written job description (when available) and agreed working hours.
- The right to debrief with a supervisor at the end of a shift.
- The right to be provided with relevant feedback.
- The right to be included in appropriate decision-making processes.
- The right to be recognised as a valued member of the i60 Community Services Inc. team.

Volunteer commitment to i60 Community Services Inc. and clients

Volunteers recognise their **responsibilities** as set out below:

- To be committed to supporting i60 Community Services Inc.
- To uphold the mission objectives of i60 Community Services Inc.
- To act in accordance to the values and ethics of i60 Community Services Inc.
- Not to undertake voluntary work in the possession of, or under the influence of, alcohol or any illegal drug.
- To be reliable and undertake the agreed duties, providing at least 24 hours' notice if unable to attend.
- To maintain confidentiality and respect privacy.
- To disclose any personal information to the Coordinator/Manager that relates to your ability to perform the volunteer duties agreed.
- To advise if you know any client.
- To disclose relevant information obtained during volunteering to your supervisor/team leader.
- To undertake appropriate training including attending training provided by i60.
- To act lawfully at all times.
- To follow i60 Community Services Inc. policies and procedures.
- To follow the i60 Community Services Inc. *Code of Conduct*
- To be accountable and complete the necessary program and administrative processes.
- To protect your own health and safety in the workplace and that of staff, clients and visitors.
- To provide feedback to the Coordinator/Manager about concerns you may have regarding the quality of service delivery, ethical standards, health and safety or working relationships.
- To ask for help and support when needed.
- To value and support other team members, whether they are paid or voluntary.
- To maintain a professional relationship with staff and clients.
- To give adequate notice before taking leave or leaving the organisation