

KIWANIS CARE CENTRE AGENCY/VOLUNTEER AGREEMENT

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to both assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience with us a productive and rewarding one.

I. AGENCY

We, Kiwanis Care Centre, agree to accept the services of _____ beginning _____, and we commit to the following
Date

1. To provide adequate information, training and assistance for the volunteer to be able to meet responsibilities of his/her position.
2. To ensure ongoing support to the volunteer and to provide feedback on 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 mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with staff, jointly responsible for completion of 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 adhere to agency rules and procedures, including record-keeping requirements and confidentiality of agency and client information.
3. To meet time and duty commitments or to provide adequate notice so that alternate arrangements can be made.

III. AGREED TO:

Volunteer

Volunteer Coordinator

Date

Date

This agreement may be cancelled at any time at the discretion of either of the parties.