

[insert organisation name/logo]

Volunteer Agreement

The Volunteer Agreement allows the volunteer and **[insert organisation name]** to mutually agree to expectations and obligations for the duration of the placement.

Volunteer Placement Details	
Volunteer Name	
[insert organisation name] Coordinator	
Supervisor	
Area	
Placement length	
Start Date	
End Date	
Hours of work	
Requirements	

Volunteer Agreement

1. Volunteer agrees to:

Attend the organisation on the days/hours outlined on page one of this agreement

Notify the supervisor when unable to attend these agreed days/times, via an appropriate and agreed upon method **[insert the preferred method of contact]**.

Meal breaks will be taken at appropriate times, for no less than 30 minutes for an 8 hour day. Shorter breaks can be taken when required, within reason.

Advise of any known medical factors including medication or treatment that may affect the volunteer's ability to carry out their work placement **[attach relevant details]**.

Comply with an appropriate dress code (smart casual) at all times.

Comply with and sign a Code of Conduct.

Be aware of and adhere to all relevant organisational policy and procedures.

[Additional obligations to be added in consultation with [insert organisation name] supervisor and volunteer if /when necessary.]

Supervision

- Participate in regular formal supervision sessions with supervisor as mutually agreed.
- Informal supervision will be flexible when required.
- Respect time allocation and management with supervisor and/or other staff members.
- Expect honest constructive feedback from supervisor/other staff.
- Show mutual respect of opinions, ideas, beliefs and time.
- **[Additional obligations to be added in consultation with [insert organisation name] supervisor and volunteer if /when necessary.]**

2. Supervisor agrees to:

- Supervise the volunteer for the purposes of the placement.

- Act in accordance with **[insert organisation name]** workplace responsibilities, including those set out in the Code of Conduct.
- Confirm the volunteer is covered by insurance.
- Respect the volunteer and provide honest and constructive feedback when necessary.
- When not available to supervise volunteers, the supervisor will inform the volunteer and notify other staff that may be available to provide support and supervision for the volunteer.
- **Additional obligations to be added in consultation with [insert organisation name] supervisor and volunteer if /when necessary.]**

3. Variation/Cancellation

This agreement may be varied or amended by further agreement between the volunteer on placement and the volunteer supervisor

May be terminated at any time by the volunteer by giving notice in writing

Cancellation by **[insert organisation name]** will be in accordance with valid reasoning.

Other information that may be helpful whilst the volunteer is on placement:

Please supply information that may be required by the volunteer prior to and during the time of the volunteer's placement:

Volunteer Signature: _____ Date: _____

[insert organisation name] Volunteer Supervisor Name: _____

Signature: _____ Date: _____

Reference: *This is taken from the NADA Volunteer Agreement Template.*

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44