

# RESPONSIBILITIES OF VOLUNTEERS

## TO BE READ AND SIGNED BY VOLUNTEERS

All Volunteers at Ward 5 Neighborhood Centre have certain responsibilities including the following:

1. Child Abuse Registry and a Police check
2. Carry though with their commitment to the agency.
3. A volunteer must be on time, reliable and mature in attitude
4. Volunteers must work as a team and accept the leadership and guidance of their supervisor.
5. Volunteers will always consult agency staff for clarification of policy and / or procedures.
6. Volunteers are to participate in any orientation and training programs when required.
7. Volunteers must maintain confidentiality and respect the uniqueness of individuals they will meet within Ward 5 environment
8. Volunteers will represent Ward 5 Neighborhood Centre in a positive manner when dealing with the public
9. Volunteers must ensure that they are informed concerning their responsibilities and their limits.

Date \_\_\_\_\_ Volunteer's name \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_ over nineteen \_\_\_\_\_

Position requested \_\_\_\_\_ Times available \_\_\_\_\_

References (3) \_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_

Volunteer commitment signature \_\_\_\_\_

Volunteer Manager's signature \_\_\_\_\_