



## Volunteer Agreement

<b>Name of Volunteer:</b>	<b>Address:</b>
<b>Phone No. (AH):</b>	<b>Mobile No:</b>
<b>Email Address:</b>	
<b>Volunteer Position:</b>	
<b>Roles/Duties:</b>	
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>	
<b>Relevant Documents:</b>	
<ul style="list-style-type: none"> <li>Police Check</li> <li>Working With Children Check</li> </ul>	
<b>Work Hours/Days:</b>	
<b>Signature of Volunteer:</b>	<b>Signature of Manager:</b>
<b>Date:</b> ..... / ..... / .....	<b>Date:</b> ..... / ..... / .....

**Please Note: If you agree to undertake a volunteer position with Longbeach PLACE Inc., it is on the understanding that all duties you perform will be on a voluntary basis and you will not receive any financial remuneration.**

## Rights and Responsibilities

**As a volunteer you have the right to:**

- A healthy and safe work environment
- An orientation or induction session
- Information about Longbeach PLACE Inc., including Policies and Procedures
- A Volunteer Position Description, which includes your agreed working days/hours
- Provision of sufficient training and supervision
- Be reimbursed for any necessary out of pocket expenses
- Have your personal information dealt with in a confidential manner
- Be protected by appropriate insurance
- Take holidays
- Say “No” if you are uncomfortable or feel you are being exploited
- Be informed and consulted on matters that affect you and your work

**All volunteers are expected to:**

- Treat all enquiries and information as confidential
- Be punctual and reliable
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the Policies and Procedures of Longbeach PLACE Inc.
- Deal with complaints in the appropriate manner
- Undertake training as requested
- Ask for support if/when needed
- Support other staff members

I,..... **(Name)** understand the above rights and responsibilities.

..... **(Signature)**

**Date:** ..... / ..... / .....