



VOLUNTEER AGREEMENT

.....
[name of organisation]

welcomes
[name of volunteer]

as a
[volunteer position]

The normal hours of work will be as follows:

The volunteer agrees to -

- § be reliable and punctual for volunteer duties
- § conscientiously carry out volunteer duties as set out in the volunteer job description
- § discuss any issues arising with the volunteer supervisor
- § adhere to Volunteering Illawarra's Code of Conduct
- § observe Occupational Health and Safety procedures and to work safely at all times
- § advise the supervisor as soon as possible when unable to attend volunteer work, and
- § observe the policies and procedures set out in the Volunteer Handbook.

The organisation agrees to -

- § provide personal accident insurance cover for volunteers
- § provide orientation and instruction for volunteers
- § provide ongoing information, feedback and support for the volunteer, including an annual individual feedback meeting
- § follow Volunteering Illawarra's Code of Conduct
- § inform the volunteer as soon as possible if for any reason scheduled volunteer work is to be cancelled
- § recognise the rights and responsibilities of volunteers as set out in the Volunteer Handbook
- § value the work of volunteers in achieving the objectives of Volunteering Illawarra, and
- § reimburse volunteers for travel expenses if required.

Signed: Signed:
[volunteer] [supervisor]

Date: Date:

81-83 Burelli Street, Wollongong (cnr. Church & Burelli Streets – Church Street entrance)
Locked Bag 8821 Wollongong NSW 2500 Ph: 4227 7163 Fax: 4227 7771
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