

Volunteer Contract

Shenandoah Valley Animal Services Center

Volunteer Position Description

_____ will begin a volunteer assignment for Shenandoah Valley Animal Services Center. This volunteer position will continue until _____, resulting in the culmination of _____ hours of volunteer service for the Shelter. _____ will be volunteering in the _____ Department of SVASC/ for _____ and will report for the volunteer assignment each _____ during the times of _____. This volunteer position will include the primary duties of _____.

Volunteer Rights and Responsibilities

Volunteers have the right to....

1. an adequate orientation to SVASC
2. a clearly written job description
3. be assigned to a job that suits their personal preferences, motivation, skills, experience, and qualifications
4. be trained to do their job
5. a suitable place to work
6. know their supervisors and how to contact them
7. be provided with adequate guidance and supervision
8. have their personal information held confidentially
9. have their out-of-pocket expenses reimbursed
10. have their concerns and complaints heard
11. be respected by co-workers and patrons
12. feedback about their performance
13. take time off for a holiday or for personal reasons
14. resign from their position.

Volunteers have the responsibility to....

1. ensure that they have the time necessary to take on a volunteer position
2. work within the policies and rules of SVASC
3. respect the privacy of staff, patrons, and other volunteers
4. be reliable and dependable
5. complete agreed upon hours and tasks
6. maintain accurate records of their volunteer hours
7. inform the organization when they will not be available to volunteer

8. speak up about important issues and concerns
9. attend orientation and training sessions
10. follow directions given by supervisors
11. be team players and be supportive to staff and other volunteers
12. be considerate about the views of staff, patrons, and other volunteers
13. be accountable and accept constructive criticism.

I accept the aforementioned volunteer position with Shenandoah Valley Animal Services Center as outlined and defined within this contract.

Signature of Volunteer

Date

Signature of Volunteer Coordinator

Date