

VOLUNTEER CONTRACT

For

Print Name

As a volunteer I will:

- Complete assignments to the best of my ability.
- Maintain confidentiality of sensitive information.
- Notify the appropriate person if I am unable to work as scheduled.
- Accept supervision and follow the guidelines of the organization.
- Work as a member of a team with staff and other volunteers.
- Be courteous in contacts with the public.
- Attend scheduled orientations and trainings, as appropriate.
- Keep an accurate record of my hours of work.

The City of Montgomery will:

- Supervise and train me for my volunteer work.
- Provide me with adequate work space and supplies.
- Give me an assignment compatible with my skills and interests.
- Treat me as part of a team with staff and other volunteers.
- Trust me with confidential information I need to carry out as an assignment.
- Keep me informed about the City through orientations and newsletters.
- Give me appropriate recognition for my efforts and job references when requested.
- Evaluate my performance on a regular basis, suggesting new assignments or alternate assignments, as appropriate.

Signature of Volunteer

Signature of Coordinator

Date

Date