Volunteer Agreement

Please type or print clearly in black or blue ink.

LAST NAME _____ **FIRST** _____

DEPARTMENT ASSIGNMENT _____ **JOB TITLE** _____

Volunteers can expect the City of Daly City to provide the following:

- A clearly defined job description with appropriate supervision and direction.
- Training on-the-job as required.
- A safe workplace and training in safety procedures.
- Respect for the value and activities of the volunteer as well as a cooperative working relationship between staff and volunteers.
- Assistance in evaluating the volunteer assignments and when making necessary changes.
- A letter of reference may be available on request upon successful completion of the volunteer assignment.

As a Volunteer for the City of Daly City, I agree to do the following:

- Work a pre-determined number of hours according to a schedule acceptable to my supervisor.
- When sick or unable to work, notify immediate supervisor as soon as possible.
- Record hours worked on a daily timecard.
- Comply with established City practices behave in an appropriate, businesslike behavior in the workplace environment.
- Fulfill the duties outlined in the job description in a professional manner.
- Take pride in the role of a Volunteer and contribute to a mutually cooperative working relationship with staff and other volunteers.

I have read and understand the above and agree to the terms. I further agree by my signature that I have been oriented to relevant City expectations.

_____ _____
Volunteer Signature Date

_____ _____
Signature of Parent/Guardian Date
(<u>Required</u> if volunteer is under 18 years old)

Home Phone _____ Work Phone _____

_____ _____
Volunteer Coordinator Signature Date

NOTE: The Volunteer Agreement must be completed and returned to the Volunteer Coordinator <u>prior</u> to starting a volunteer assignment.