



FORSYTH COUNTY FAMILY HAVEN, INC.

VOLUNTEER AGREEMENT

Family Haven and the volunteer agree to the following terms and conditions:

- The volunteer will attend trainings specific to her/his volunteer duties.
- Attend orientation and training sessions as required and undertake continuing education provided by Family Haven as necessary to maintain competence.
- The volunteer will be given, whenever possible, an assignment that is compatible with her/his personal preference, temperament, life experience, education and employment background.
- Become thoroughly familiar with the policies and procedures set forth by Family Haven.
- All volunteers shall be given a job description.
- Depending on the area in which you volunteer, you may be asked to undergo one or all of the following:
 - Criminal background check
 - Training course in CPR and First Aid
- Maintain confidentiality of shelter location, all client information and all other information deemed confidential to Family Haven.
- Avoid entering into any agreements with third parties or assuming any third party responsibilities on behalf of the agency.
- The volunteer will keep an accurate record of hours worked for the month and return them to your supervisor in a timely fashion. A volunteer time sheet must be used to record your hours and it must be sign by your supervisor. Volunteers will be informed of job openings within the organization. Family Haven is an equal opportunity employer and encourages volunteers to apply for available jobs.
- Dignity and caution should be used when performing your volunteer duties, as you are a representative of Family Haven. Everyone (staff, other volunteers and the general public) should be treated with respect and dignity without regard to race, culture, ethnicity, religion, sexual orientation, disabling condition, gender or age.

Volunteer Signature and Print Name

Date

Family Haven Representative