

West Allis Senior Center - Agency/Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

I. AGENCY

The West Allis Senior Center agrees to accept the services of _____,
(volunteer’s name) beginning _____ and also to commit to the following:

- To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of his/her position.
- To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
- To respect the skills, dignity and individual needs of the volunteer, and to adjust to these individual requirements.
- To be receptive to any comments from the volunteer regarding ways in which the West Allis Senior Center might mutually better accomplish its respective tasks.
- To treat the volunteer as an equal partner with agency staff, jointly responsible for completion of the agency’s mission.

II. VOLUNTEER

I, _____, agree to serve as a volunteer and commit to the following:

- To perform my volunteer duties to the best of my ability.
- To adhere to agency rules and procedures, including record –keeping requirements and confidentiality of agency and client information.
- To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

III. CONFIDENTIALITY POLICY

- All staff and volunteer staff of the West Allis Senior Center shall maintain confidentiality in the handling and use of participants’ information and records.
- Any information relating to an individual’s personal life or his/her attending programs or activities at the West Allis Senior Center should not be discussed at anytime outside of the West Allis Senior Center without written consent of the individual.
- All participants in activities and programs at the West Allis Senior Center shall have a right to expect that any information supplied to staff will remain confidential. Any infraction of this policy will result in appropriate disciplinary action.

IV. AGREED TO:

Volunteer’s Signature

Staff Representative’s Signature

Date

Date