

VOLUNTEER TERMS AND CONDITIONS

Please read the following Terms and Conditions for volunteer positions carefully and give serious consideration before signing and completing the application form.

Yaletown House serves a diverse, multi-ethnic community. We strive to provide a service that is culturally sensitive, non-discriminatory, and non-prejudicial. A respectful, non-judgmental approach is required. As the residents who live here are at risk and need individual care, an environment of trust is of utmost importance.

VOLUNTEER NAME: _____

1. I agree that I will respect the rights of the residents, staff and other volunteers at all times.
2. I agree to keep information regarding the facility, clients, volunteers, and staff strictly confidential. This includes client information, staff and volunteer phone numbers and addresses.
3. I understand once I have volunteered for one term (three months) that a reference letter can be provided.
4. I will learn and follow the policies and procedures of the facility and the volunteer department. Any serious breach of policies and procedures will result in termination.
5. I am willing to undergo a criminal record search on request.
6. I agree to work under the direction of facility staff as assigned.
7. I understand that no item may be removed from the premises unless authorized by an appropriate staff member.
8. I agree that I will gracefully decline any money or gifts offered to me by residents or families. I will refer to the Volunteer Coordinator for direction, if needed.
9. I agree to only perform the duties outlined in my job description, unless agreed upon in advance with the Volunteer Coordinator.
10. I will notify the Volunteer Coordinator (or program leader) in advance, in person or by telephone, if I must miss a session or find I will be late.

The above terms and conditions must be met in order to volunteer at Yaletown House.

If you need further explanation of any of the terms or conditions, please contact me by telephone, or bring your concerns to the interview. Please do not sign unless you believe you are able to abide by all of the terms and conditions.

Signature of Volunteer

Date