

WOLFE COUNTY ANIMAL SHELTER

Volunteer Service Agreement

Wolfe County Animal Shelter offers the following as a volunteer service agreement that the volunteer and volunteer program manager must sign and date.

As a volunteer at Wolfe County Animal Shelter, I agree to:

- Hold as absolutely confidential all information that I may obtain, directly or indirectly, concerning clients and staff. I agree not to seek to obtain confidential information from a client. I understand that an intentional or unintentional violation of confidentiality may result in disciplinary action, including termination by the Wolfe County Animal Shelter and/or possible legal action by others (i.e., clients, customers).
- Be available to volunteer as indicated here by the volunteer manager: (This should be individualized per agreement between the manager, supervisor and the volunteer. Examples: 3 hours per week for a minimum of 6 months or 4 hours each occasion during the first and third week of each month for 6 months).
- Become familiar with the organization's policies and procedures and uphold its philosophy and standards.
- Donate my services to the organization without contemplation of compensation, benefits, or future employment.
- Be punctual and conscientious, conduct myself with dignity, courtesy, and consideration for others, and endeavor to make my work professional in quality.
- Dress appropriately as outlined in my position description and maintain a well-groomed appearance for my volunteer assignments.
- Attend orientation and in-service trainings as scheduled.
- Carry out my assignments and see assistance from my volunteer position supervisor when necessary.
- Take any volunteer position-related problems, concerns, or suggestions to my supervisor or the volunteer program manager.
- Adhere to the department's sign-in procedures.
- Notify the volunteer program manager or my supervisor if I'm unable to work as scheduled.
- Notify the volunteer program manager when I choose to discontinue my volunteer service at Wolfe County Animal Shelter.
- Allow my picture and name to be used for public relations and educational purposes in materials such as, but not limited to, newsletters, brochures, newspaper articles, social media, educational video tapes, and the website.