

# Servants of Shelter

## VOLUNTEER AGREEMENT

Church: \_\_\_\_\_

1. Volunteers are expected to act professional and respectful when interacting with guests, staff & other volunteers. By signing the following agreement, the volunteer agrees to the following responsibilities; he/she may be dismissed for violation of any listed items or for the misuse of his/her position as a volunteer.
  - a. Respect and maintain physical boundaries. Volunteers should avoid physical contact with guest whenever possible.
  - b. Respect and maintain verbal boundaries. Swearing, name-calling, put-downs, flirtatious interactions, topics of a romantic or sexual nature, and/or negative comments about the shelter or staff will not be tolerated from volunteers.
  - c. Volunteers are not to share their phone numbers or addresses with guests.
  - d. Volunteers should not fraternize with the guests outside of the shelter.
  - e. Under no circumstances should a volunteer lend money to the guests or borrow money from guests.
  - f. Volunteers must not transport guests, guest's children or the belongings of a guest. This includes both past and present guests unless you are a designated transportation volunteer..
  - g. Maintaining confidentiality is crucial. All volunteers will be required to sign a confidentiality agreement.
2. At-will statement: The volunteer understands that volunteering with Servants of Shelter at \_\_\_\_\_ (church) is at-will and of indefinite duration, and that \_\_\_\_\_ (church) may terminate the volunteer at any time, with or without notice and for any reason.
3. The Servant of Shelter Director from \_\_\_\_\_ (church) will act as the primary supervisor for all volunteers. The S.O.S. Director will handle any orientation that requires paperwork, evaluations, or meetings.
4. If an individual is unable to volunteer during their scheduled time, they should call the Director of the church as soon as possible.
5. Volunteers are expected to be punctual.
6. Volunteers must adhere to the common sense dress policy discussed in the orientation.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

S.O.S. Church Staff Signature \_\_\_\_\_ Date \_\_\_\_\_