

# Volunteer Agreement Form

This Volunteer Agreement describes the arrangement between:

Name of Volunteer: \_\_\_\_\_

And the organisation known as: **Wexford MarineWatch**

We wish to convey our appreciation for volunteering with us, and we will endeavor to make your volunteer experience with us as enjoyable and rewarding as possible.

## **Part 1: The Organisation**

Your role as a volunteer is:

- To respect the values and aims of the organisation.
- To be committed.
- To be reliable and arrange your own replacement if unable to do duty.
- To be punctual.
- To attend essential training and meetings when requested.
- To undertake the work to a high standard & to the best of your ability.
- To be honest if there are problems.
- To respect confidentiality.
- To respect other Volunteers and also their views (whether you agree or not).
- To respect the equipment & any clothing issued to you.
- To leave the organisation if asked and/or when no longer enjoying your volunteering experience.

Your voluntary work commences on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

This volunteering role is designed to help you to:

- Develop new skills.
- Be a helping part of the community by positively impacting people's wellbeing.
- Improve your motivation and sense of achievement.
- Boost your career options.
- Increase your interests and hobbies.
- Give you new experiences.
- Meet a diverse range of people and make friends.
- Send a signal to others of your commitment to a good work-life balance.

You can expect "Wexford MarineWatch",

### **1. To provide Induction and Training.**

To provide thorough induction on the work of Wexford MarineWatch, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. Our Website provides full details of the organisations work.

**2. To provide Supervision, Support and Flexibility.**

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide appraisals regularly to discuss your volunteering and any problems;
- To do our best to help you develop your volunteering role with us.

**3. To ensure proper Health and Safety.**

- To provide adequate training and feedback in support of our Health and Safety policy, a copy of which is available in our Base (you need to also sign this).

**4. To have correct Insurance cover for volunteers.**

- To provide adequate Liability insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

**5. To provide an Equal opportunity.**

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook.

**6. To help when Problems arise.**

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook

**Part 2: The Volunteer**

We expect you:

- To help Wexford MarineWatch fulfill its function within the community;
- To perform your volunteering role to the best of your ability;
- To follow the organisation's rules, Standards & Procedures, including Health and Safety and equal opportunities, in relation to its Management, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to Garda Vetting being carried out as necessary by Wexford MarineWatch.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

**Signed:** \_\_\_\_\_  
**Volunteer.**

**Signed:** \_\_\_\_\_  
**On behalf of Wexford MarineWatch.**

**Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_