



**PARTNERSHIP AGREEMENT**

*Waskasoo Environmental Education Society warmly welcomes you as a volunteer. The intent of the Partnership Agreement is to provide you with a record of the position which you have accepted, and to acquaint you with our mutually agreed upon rights and responsibilities.*

*The Society sincerely appreciates your offer of services and will endeavour to make your experience with us an enjoyable and rewarding one.*

Name: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

**Volunteer Rights:**

- All volunteers have the right to be treated with respect by paid staff.
- All volunteers have the right to not be discriminated against on the basis of gender, age, colour, family status, religion or creed, ethnic origin, marital status, or sexual orientation
- All volunteers have the right to apply for available volunteer positions, at any time.
- All volunteers have the right to renegotiate any or all parts of positions they apply for.
- All volunteers have the right to a suitable placement with consideration for their personal preferences, needs, and capabilities.
- All volunteers have the right to say “NO” to any proposed or emergency task, without fear of change in volunteer status.
- All volunteers have the right to request written explanations whenever they are moved from a position or terminated.
- All volunteers have the right to apply for paid positions through internal competitions.

I, \_\_\_\_\_, agree to serve as a volunteer and commit:

- To review and be familiar with the volunteer Orientation Manual and the Volunteer Policies and Procedures that are made available to me.
- To be courteous to visitors, conduct volunteer duties professionally and to act as a goodwill ambassador for the facility and WEES while performing duties on or off site.
- To assist in ensuring that the health and safety of visitors, staff, and volunteers is protected.
- To update personal information with the Volunteer Resources program, as required.

- To adhere to the Volunteer Policies and Procedures which includes record keeping of volunteer hours, and confidentiality of Waskasoo Environmental Education Society information.
- To participate in general orientation, specific position training and other training opportunities as required.
- To keep abreast of exhibitions and programs at the site of my duties through regular visits and the Calendar of Events.
- To perform volunteer duties to the best of my ability and make the necessary time commitment, as outlined in the position description.
- To provide adequate notice If I am unable to fulfill my regular commitment.
- To be available to review and evaluate my volunteer performance on an ongoing basis, at mutually agreed upon times.
- To report any problems or change of availability immediately to the staff supervisor or volunteer coordinator.
- To be prepared to offer input and evaluation of activities and programs.

WE, the *Waskasoo Environmental & Education Society*, agree to accept the services of \_\_\_\_\_, and the Board commits to the following:

- To provide adequate orientation, training, space, equipment, supplies, assistance and ongoing support for WEES volunteers to be able to fulfill the responsibilities of their positions.
- To provide an orientation manual and access to a Policy and Procedures manual to be utilized by volunteers and staff for information and a guideline for conduct.
- To provide opportunities for and be receptive to input and comment from volunteers with regard to their specific positions, the Volunteer Resources Program, and all operations of the organization.
- To provide supervisory assistance to the volunteer through a position specific staff supervisor and the Volunteer Coordinator.
- To recognize volunteers for their contributions in an appropriate and ongoing manner.
- To provide feedback to the volunteer on performance through an evaluation and review process.
- To provide, if requested, written explanations when a volunteer is reassigned from a position, or terminated.
- To provide tea or coffee to volunteers working on site, and ensure that adequate rest periods are provided.

This Partnership Agreement is acknowledged and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Coordinator, Volunteer Resources  
Program/ staff on behalf of Waskasoo  
Environmental Education Society