## How to Use This Document

Use this simplified contract for specific volunteer roles. Keep in mind that not every volunteer position requires this type of formality. This contract should not be used as a substitute for full length contracts for paid employees. If you have any questions, reach out to the VolunteerConnector team at [info@volunteerconnector.org](mailto:info@volunteerconnector.org).

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| POSITION:  This Agreement on \_ (date)\_\_\_\_\_between \_\_ (organization’s name) \_\_\_\_\_\_\_\_and  (volunteer’s name) \_\_\_\_\_\_\_\_  signifies that will:   1. Provide adequate resources, training and support for this project. 2. Provide a clear and fair position description. 3. Clearly define expectations of the volunteer’s role. 4. Communicate regularly and recognize volunteers appropriately. 5. Regularly communicate the impact the volunteer is having on the cause. 6. Create a space where the volunteer feels safe and a sense of belonging. 7. Make changes and adapt positions to meet needs of volunteer.   I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will:   1. Represent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in a way that best represents and serves the community being helped 2. Complete the tasks assigned to me and check in at times agreed upon by both parties. 3. Notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_if I encounter any barriers or ask for help when needed. 4. Communicate regularly and take pride in the quality of my work. 5. Request the type of recognition that aligns to me and my values.   Both parties agree to the following:  Project Description: (see attached)  Project Timeline:  --------------------------------------------------  Volunteer  --------------------------------------------------  Staff Support |
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Date