

# Volunteer Job Contract



Anna's Place  
NOLA City and Medical Mission  
of New Orleans

Volunteer's Name: \_\_\_\_\_

**Position Title:** Kids Program Volunteer    **Reports to:** Director of Mission or their designee

**Please read before signing**, as this constitutes your agreement and understanding of your working relationship as a volunteer with St. Anna's Episcopal Church and its missions (the Church), a member of the Episcopal Diocese of Louisiana (Diocese).

As a Church volunteer, I understand that I will be the face of the Church and Diocese to those I serve with and those I serve. I will treat everyone I come in contact with in the course of this work with respect and dignity.

I have chosen to volunteer services as appropriate to my skills and training. I understand that I will not be compensated in any way, and the Church will not cover me for worker's compensation or any health benefits for my volunteer services.

I certify that I am in good health and physically able to perform the type of work I am agreeing to. I am engaging in this project at my own risk. I understand that the Church is not responsible or liable for my health, safety, or the safety of my personal effects and property. I will hold the Church and Diocese harmless in the event of theft or loss resulting from any source or cause. I assume all risk, responsibility and costs/expenses for any damage or injury to my property or any personal injury or illness that I may sustain as a volunteer, including related medical costs and expenses.

I understand transportation in any vehicle owned, leased by or otherwise in the possession of the Church, Diocese, their employees, supervisors or volunteers during the course of my volunteer work is being provided at my sole risk and I hold harmless the Church, Diocese, their employees, supervisors, volunteers, and drivers for any accident or injury that I might suffer.

I understand and agree that I may be photographed, video or audio recorded for, but not limited to, documentation, identification, fund raising, and public relations & marketing (print, electronic, web, social media and other forms), grant reporting and for archival purposes relating to the the Church and Anna's Place NOLA Program. I agree to the use of my image and audio recording as needed by the Church, Diocese, staff, faculty, and affiliates.

I commit to fulfill my scheduled shifts. I understand that the success of this program greatly depends on my attendance on my scheduled days and that missing days without notification well enough in advance or missing excessive days may be grounds for my termination, and if for Service Learning Hours, will affect my grade.

If this work is for school-required Service Learning hours, I agree to complete the entire semester schedule even if I have achieved my required hours before the final day, knowing that failure to do so will negatively affect my grade and endanger the Church's program. We will inform your school of absences, tardiness, issues regarding your work and/or behavior and failure to honor your full commitment, which may negatively affect your grade for this program.

This Volunteer Job Contract will apply to all activities that I may choose to participate in on multiple or future dates.

## Pre-volunteer Requirements

- Completion of required Volunteer paperwork
- "Safeguarding God's Children" training (unless documented as completed within last 3 years)
- Satisfactory background check
- Reading of Anna's Place NOLA Mission Manual and Orientation

Initials \_\_\_\_\_

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NOLA Arts and Media Project  
of New Orleans

Volunteer's Name: \_\_\_\_\_

## Volunteer Responsibilities:

- Sign timesheet IN and OUT daily
- Keep track of all supplies and store them properly each day in the designated area
- Keep all floors, walls, tables and other furniture clean and free of paint, glue, etc.
- Report student behavior, academic, or other issues to Operations Coordinator or Director
- Assist in completing Incident Reports with Operations Coordinator or Director, as needed
- Read, and respond timely to all emails/text messages from Operations Coordinator/Director
- Maintain open conversation with Operations Coordinator or Director about student progress

## Scope of Work May Include:

- Setup and cleanup of program areas, including proper storage (i.e., tables, chairs, supplies)
- Check-in students to program and/or Check-out students to parents at day's end
- Supervise students during classes, activities, assemblies, recess, snack/meals or field trips
- Managing the flow of students between classes
- Assist Teachers with class activities, student assessments, and student discipline during class
- Be a homework, reading or math tutor with one or more children
- Play games with children
- Establish a curriculum and Lesson Plans approved by the Director of Arts no later than 2 weeks prior to the start of the semester
  - Develop and implement a Pre- and a Post- Assessment
  - Provide a report on student learning within 2 weeks of the last class
- Help prepare and/or serve snacks/meals; Kitchen cleanup after snack/meals
- Record kids' behavior on forms supplied
- Cleanup of general areas (sweep, empty garbage, wipe walls/tables, etc.)
- Ride in vehicle when transporting children to maintain order so driver can focus
- Have conversations with kids that may identify personal, home or educational problems
- Telephone communication to parents or others about events or changes in schedule
- Letter writing, filing, data entry, copying, shredding or other office work
- Other activities as instructed by the Operations Coordinator or Director

## Restrictions:

- The use of glitter is prohibited
- Drop-cloths, table covers or other items must be used to prevent paint, glue or other substances from getting on furniture, floors, etc.
- Cutting boards will be used for food preparation – no cutting directly on counter tops/tables.
- Nothing is to be hung on walls without prior approval of Operations Coordinator or Director. (The use of tape and push-pins damages walls)
- We promote healthy eating and prohibit unhealthy snacks by kids and staff alike. No chips, candy, soft drinks, etc. If you bring your lunch it must be healthy or be eaten away from kids.
- Do not bring food for kids or share food with kids unless previously approved by the Operations Coordinator or Director.

**Computer and Internet Use:** I agree to use the computer system and Internet responsibly and productively.

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Unacceptable computer use includes, but is not limited to:

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- Making unauthorized copies of the Church's files or other data
- Accessing networks, servers, drives, folders, or files to which I have not been granted access or authorization
- Destroy, delete, erase, or conceal the Church's files or other data, or otherwise make such files or data unavailable or inaccessible to the Church or other authorized users
- Accessing confidential information for which they do not have a Need to Know for their job
- Defeating or attempting to defeat security restrictions on systems and applications
- Installing software without prior authorization of the Director or Rector.

Unacceptable use of the internet includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, Social media, or via email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Downloading, copying or pirating software and electronic files (including music and movies) that are copyrighted or without authorization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to the business
- Passing off personal views as representing those of the organization

I understand that I have no expectation of privacy when using the Church's information systems. The Church may log, access, review, and otherwise utilize information stored on or passing through its systems, including e-mail, in order to manage systems and enforce security.

**Absence from work:** Volunteer is responsible for contacting by Text (preferred, INCLUDE YOUR NAME IN TEXT) or phone, the Operations Coordinator at (504) 507-0146 in the event you will be absent or late for scheduled work. You should contact Operations Coordinator as far in advance as possible, but at least 48 hours prior to a planned absence/tardy and 4 hours prior to an unplanned/emergent absence/tardiness. Volunteer will leave a voicemail or text if the Operations Director does not answer a call. Repeat the text or call until you get a response.

**Termination of Contract:** Should either party wish to terminate this contract, for reasons other than gross misconduct, a minimum of two weeks' notice will be given the other party in writing.

**Signature:** This Volunteer Job Contract may be executed by way of facsimile or email, with digital or electronic signatures, and if so, shall be considered an original.

By my signature, for myself, my estate, and my heirs, I hereby release and discharge, and agree to defend, indemnify and forever hold harmless the Church and the Diocese and their officers, directors, agents, volunteers, servants and employees,

- from any and all causes of action arising from or relating to my participation in this project, travel and lodging associated therewith including any damages including but not limited to claims for personal injury, sickness or loss of limb or life, even if said claims arise from injuries or illnesses caused by the sole negligence or fault of those hereby released. I agree that this agreement shall be governed and interpreted by the laws of the state of Louisiana.

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- from any and all claims, losses, damage, injuries, damage to property or other costs and/or expenses arising from or caused by me in whole or in part, during my travel to and from and by participation in this proposed service opportunity, including without limitation any of the foregoing related to my professional licensure or lack thereof.

I warrant that I have fully read and understand this Volunteer Job Contract and voluntarily sign the same, and that no oral representations, statements or inducements apart from the foregoing written agreement have been made to me. I further acknowledge and agree that all references to me with regards to my responsibility, waiver, release, and assumption of risk, to the extent allowed by law, apply to minor children for whom I sign this document as legal guardian or parent.

\_\_\_\_\_  
PRINTED Name of Volunteer

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

## If under 18 years of age:

\_\_\_\_\_  
PRINTED Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date