

# Volunteer Job Agreement



Anna's Place  
NOLA Arts and Medical Museum  
of New Orleans

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

**Position Title:** Youth 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).

**Code of Conduct:** 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 understand that I may be requested to take a drug test at any time.

**Compensation:** 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.

**Dress Code:** I will dress appropriately for working with children - no tight fitting or revealing clothes, for example.

**Media Release:** I understand and agree that I may be photographed, video or audio recorded for, but not limited to, documentation, identification, fund raising, public relations & marketing (print, electronic, web, social media and other forms), grant reporting and for archival purposes relating to 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 for purposes related to my work.

**Confidentiality:** I understand I have the legal and ethical responsibility to safeguard the privacy and protect the confidentiality of information of all employees, volunteers, students, clients, parishioners or other persons, as well as operational data. I understand I am not to photograph/video youth or post pictures/video of youth on social media without express permission of St. Anna's.

**Computer and Internet Use:** I agree to use the computer system(s) and Internet responsibly and productively to prevent harm to Church equipment, files and data. I will utilize the communications systems in a legal manner as to not jeopardize the Church. I will not pass off personal views as representing the Church. I understand that I have no expectation of privacy when using the Church's information systems.

## 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 attending Orientation

## General 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 (but not limited to):

- Setup and cleanup of program areas
- Supervise students during classes and program activities, monitoring discipline

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- Be a homework, reading or math tutor, or assist a teacher
- Establish a curriculum and Lesson Plans approved by Director prior to the Semester start, including Pre- and Post-Assessments and a final report within 2 weeks of the last class
- Help prepare and serve snacks/meals
- Have conversations with kids that may identify personal, home or educational problems
- Telephone communication to parents or others
- Letter writing, filing, data entry, copying, shredding or other office work

## Restrictions:

- The use of glitter is prohibited
- Drop-cloths, table covers or other items must be used to prevent damage to tables and floors
- Cutting boards will be used for food preparation – no cutting directly on counter tops/tables.
- Do not use tape or push pins directly on walls
- Do not bring unhealthy food into program area for yourself or the youth

**Absences & Tardiness:** I commit to fulfill my scheduled shifts; if for school-required Service Learning I agree to complete the entire semester. I understand 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. I am 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. Notification should be 48 hours prior to a planned absence/tardy and 4 hours prior to an unplanned/emergent absence/tardy. Repeat the text or call until you get a response.

**Duration of Agreement:** This Volunteer Job Agreement will apply to current, multiple or future dates.

**Execution of Agreement:** 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.

**Release of Liability:** 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 injury, 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 warrant that I have fully read and understand this Volunteer Job Contract and voluntarily sign the same. 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