

Template Volunteer Contract

How to Use This Document

Use this simplified contract to engage skill based volunteers. This contract should not be used as a substitute for full length contracts for paid employees.

Template Volunteer Contract

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.

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 best benefits me.

Both parties agree to the following:

Project Description: (see attached)

Project Timeline:

Volunteer

Staff Support

Date