

## Whirinaki Whare Taonga Volunteer Agreement

This Agreement is between: \_\_\_\_\_ Volunteer [you]

and \_\_\_\_\_ Whirinaki Whare Taonga

The Agreement starts on (date): \_\_\_\_\_

The days and time you agree to work will be as and when required as per a roster. The location of the work will be at Whirinaki Whare Taonga.

### Volunteer role:

The purpose of this role is to provide support as an usher in the theatre. There may be opportunities to provide support for special events/projects, such as food and drink preparation and service, supporting exhibitions, administration support and event support.

You will work on the tasks described in the Whirinaki Volunteer Position Description as agreed with you (attached).

### Commitments:

- You agree you will work as a volunteer and will not be paid for your work. In volunteering with us there is no expectation of an employment relationship in the future.
- You will tell us (the manager or co-ordinator) if you are unable to work on the agreed day and time. You will give us as much notice as you can.
- You agree to undertake on average at least 1-2 shifts a month in the theatre
- We will provide you with induction, training, support and feedback. You will have an opportunity for feedback about your role. • You agree to attend Evacuation training every six months.
- You will resolve problems by raising concerns with the Visitor Services Manager or the Volunteer Co-ordinator.
- You will maintain confidentiality and will not tell any other person about information you find out through your work with us.
- You will follow our policies, procedures and rules and Code of Conduct.
- You will keep yourself and others safe and will follow our health and safety information and directions.
- Either you or we can end this agreement at any time by giving 5 days' notice to the other party that it will not continue.

### Declaration:

I have read and understood the commitments and requirements in this Agreement, and I accept them fully.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Volunteer [you]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Whirinaki Visitor Services Manager