



VOLUNTEER AGREEMENT

The Mullumbimby Centre for Sustainable Living and Environmental Education Inc. (MCSLEE) recognizes the significant contribution made by our volunteers and we aim to facilitate diverse opportunities for the active participation of citizens of the community in our programs and projects including Mullumbimby Community Garden (MCG).

- This volunteer agreement is an addendum to the Volunteer registration.

MCSLEE's Volunteer Policy outlines the rights and responsibilities of our volunteers as follows:

1. RIGHTS OF VOLUNTEERS

All volunteers have the right to:

- A healthy and safe work place;
- To be treated with dignity and respect;
- Clear definition of tasks and responsibilities;
- Tools and safety equipment adequate for the job;
- Training in unfamiliar tasks;
- Adequate supervision, support, and feedback on tasks performed;
- Encouragement of initiative and independent decision-making;
- Recognition of his/her contribution;
- Adequate insurance coverage for injury or illness related to their volunteer work;
- Reimbursement of approved out of pocket expenses;
- Fair and prompt response to resolving grievances via MCSLEE's Conflict Resolution Procedures;
- Confidentiality of their personal information;
- A secure storage area for personal effects;

2. RESPONSIBILITIES OF VOLUNTEERS

All volunteers have a responsibility to:

- Work safely and protect the safety of co-workers and others;
- Support and treat with respect co-workers and others;
- Make a commitment to attend regularly and be punctual;
- Contact the supervisor if unable to attend;
- Undertake training when offered;
- To check in with the daily supervisor upon arrival for a list of tasks needing to be accomplished.
- Be responsible for completing the MCG daily Volunteer Report sheet and Employment Provider forms (if applicable)
- Ensuring their forms signed off by the daily supervisor on duty;
- Respect confidentiality relating to co-workers;
- Maintain tools and property and use them in a safe manner;
- Obtain authorization before ordering or purchasing materials or services;
- Inform the daily supervisor and Volunteer Co-ordinator of any pre-existing medical conditions or special needs that might effect the volunteer's ability to undertake certain tasks;
- Report any injury, accident or breakages immediately to the daily supervisor;
- Not to use any intoxicants while on site.
- Smoke only in designated areas of the garden.

VOLUNTEER ORIENTATION CHECKLIST:

Please tick boxes after reading:

Work Health and Safety: (WH&S)

I understand that:

1. It is essential that I wear appropriate clothing & footwear which includes sun hats, long sleeves for sun protection and closed toed shoes.
2. Regulation eyewear is essential when using powered tools, such as the whipper snipper or chain saw.
3. The required safety gear is available at the garden ie; boots, hats, gloves, masks etc.
4. If I notice unsafe situations or practices I will notify the Daily Supervisor immediately.
5. The First Aid Kit is in the office, on the left of the main door.
6. I will report any injury immediately to the daily supervisor.

Attendance and Monitoring

I understand that:

1. Volunteer days are Tuesday through to Saturdays 10am - 4pm.
2. Once a work agreement has been negotiated, I will show up on time for my allocated shifts.
4. If I am unable to attend, I will inform the daily supervisor or volunteer co-ordinator the day before if possible and I will have a verifiable reason. eg. paid employment, illness, extreme weather conditions, etc.
5. I will check in with my supervisor of the day to be given tasks to complete, I know that lists of tasks will be written in the Purple diary and on the FFA Kiosk notice board opposite the tool sheds.

Reporting

I agree that:

1. On the days I volunteer, I will record my activities and the hours attended on the sheet provided and have them signed off by the daily supervisor.
2. I will keep my MCG time sheet up to date and any dates not signed off will not be recorded at the end of the month.
3. This information can be used statistical data for insurance cover, strategic planning, and fundraising purposes but my personal details will remain confidential.

Amenities

I am aware that:

- 1. The wheel chair accessible toilets are located on the hill between the tool shed and the main chicken coop.
- 2. There are additional hand wash stations at various points along the main internal road.

Lunch

I understand that:

- 1. Lunch is provided for volunteers only on Tuesdays or Saturdays at 1pm. I will provide my own food on other days of the week.
- 2. I understand that tea and coffee is available when the daily supervisor is in attendance.

Equipment

I understand that:

- 1. I am directly responsible for all tools that I use and for putting them away as soon as possible after I am finished
- 2. I will report any tools needing repairs to the daily supervisor.
- 3. I must be authorised by the daily supervisor who will orientate me with the safety requirements and usage of tools.
- 4. I can only use powered tools at the site manager's or daily supervisor's discretion and after being orientated with the appropriate safety requirements.

AGREEMENT

- 1. I have read and understand the orientation checklist and I will abide by these guidelines.
- 2. I understand that MCSLEE reserves the right to accept, refuse, or cancel volunteer agreements for whatever reason it deems appropriate.
- 3. I know that I can read the comprehensive Volunteer Policy and Procedures Manual on the MCG website or the in the folder in the office.

Name: _____

Signature: _____

Date _____