



VOLUNTEER CONTRACT

This contract outlines our commitment to you and expectations for the services you will be performing on behalf of the City. We appreciate your services and want to do the very best in making you volunteer experience here productive and rewarding.

Last Name First Name

Department Assigned Job Title

Starting Date Hours

I. City of Redwood City

Volunteers can expect a commitment from the City of Redwood City for the following:

- ❖ A clearly defined job description with appropriate supervision and direction.
- ❖ Training on the job as required.
- ❖ To respect your skills and individual needs, and to treat you as a partner with City Staff.
- ❖ Letter of reference (upon request)

II. Volunteers

As a volunteer for the city , I agree to the following:

- ❖ To perform my volunteer duties as outlined in my volunteer job description.
- ❖ To adhere to City policies and procedures, including issues of confidentiality.
- ❖ To record daily hours worked on a volunteer log provided by the Volunteer Services Coordinator.
- ❖ When sick or unable to work, I will notify my supervisor immediately.
- ❖ To respect the role of the volunteer and contribute to the cooperative relationship between volunteers and City staff.

III. Agreed to by:

Signature of Volunteer Date

Signature of Parent or Guardian Date
(Applicable only for volunteers under 18 years of age)

Signature of Supervisor Date