



Early Years

United Counties of Leeds & Grenville
Community & Social Services Division
Children's Services Department



Ontario Early Years Centre, Leeds & Grenville

166 Pearl Street East, Brockville, ON K6V 1R4
Phone: (613) 341-9044 / 1-866-433-8933 Fax: (613) 341-8744

Volunteer Contract

It is important for all volunteers with this agency to have a clear understanding of the agency's expectations. In order to create the best working relationship between staff, volunteers and clients you need to understand and adhere to the following. We want to ensure that you have a successful volunteer experience with us. Please read and check each box.

- I understand that as a volunteer I am expected to be dependable and reliable. Should I be unable to fulfill my commitment I will notify the appropriate person promptly. I understand that I am an important part of the delivery of service to clients and that if I am absent programs may be cancelled/postponed and the clients of the agency will not receive service.
- I understand that to enhance my effectiveness as a volunteer it is expected that I will attend relevant and appropriate orientation and training sessions that the organization offers.
- I understand that the issue of confidentiality is an utmost importance to this agency and the clients they serve. I have received and reviewed a copy of the Volunteer Policies and understand that should I breach this contract of confidentiality I will no longer be able to volunteer with the organization. Breach of confidentiality means immediate dismissal.
- I understand that I must adhere to these items established by the agency.
- I understand the need for a Criminal Investigation Police Check for volunteer positions. If after commencing as a volunteer I undergo investigations, I must notify the agency immediately. The agency has the right to suspend my volunteer activities until the investigation is resolved. My renewed activities will be determined at the time.
- I understand that if I am sick or showing signs of illness I will stay home. I will also inform the Ontario Early Years Centre staff before my scheduled shift.
- I understand that, while volunteering, I am representing the Ontario Early Years-Leeds and Grenville and will refrain from offering information beyond my qualifications.

I accept the above conditions as a volunteer with this agency.

Volunteer Signature

_____/_____/_____
Date (dd/mm/yy)

Staff Signature

_____/_____/_____
Date (dd/mm/yy)

- A copy of this contract has been made and given to the volunteer. The original will remain on file.