

# VOLUNTEER AGREEMENT

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.



## 1. You are a volunteer

The position of Shelter helper at SMART Animal Sanctuary and Rehoming Centre is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

Neither SMART or (name)..... Intend any employment or contractual relationship to be created (i.e., you are not an employee, independent contractor or consultant at SMART.

## 2. What you can expect when volunteering at SMART Animal Sanctuary & Rehoming Centre.

SMART Animal Sanctuary values its volunteers and we will endeavour to provide you with,

- Someone to show you what is necessary for the volunteer role
- A safe environment in which to perform your role.
- Respect for your privacy, including keeping your private information confidential.
- A contactable person, so that you have the opportunity to ask questions and get feedback.
- Insurance to cover you for the volunteer duties you are authorised to perform.

## 3. What SMART asks of its volunteers?

We ask that you to:

- Support SMART Animal Rescue aims and objectives
- Only undertake duties you are authorised to perform and obey reasonable directions and instructions.

- Notify the head Kennel Hand of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to other volunteers or the workplace.
- Behave appropriately and courteously to volunteers and the public in the course of your role.
- Treat all the animals with respect, no yelling, hitting, slamming of cage doors etc.
- Use any property or equipment given to you in your role safely and only for the purpose of the role and return it to its place when you have finished.
- Let us know if you wish to change the nature of your contribution (e.g.. hours, days) to SMART at any time.
- Comply with the law at all times, and
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

### 3. Contact Person<sup>Kr</sup>

Your contact person at SMART will be Jacki Nichols at the house or you can call Lorene on 0428491492. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact us as soon as possible.

### 4. Role description and details.

*It is important that you only perform the tasks in this role that is described to you.*

A description of what you may be doing follows.

- Cleaning Kennels i.e.; picking up faeces with poopa scoop, removing bedding etc.
- Feeding and watering dogs
- Doing washing and hanging out
- Taking dogs for a walk
- Or just giving cuddles and spending time with the dogs.

- *Please do not* run dogs together unless advised by SMART. We don't need any fights.
- If you are frightened or not comfortable with any dog please let us know asap, do not enter the kennel/cage.

### **ISOLATED ANIMALS**

- Do not remove from the caged area.
- They are not to be placed on the floor.
- Wear gloves at all times and change between animals.
- At no time are the dogs in isolation to be taken for a walk.

## **5. Volunteer Insurance**

We are committed to providing adequate insurance cover for volunteers whilst caring out their volunteering roles that have been approved and authorised by us.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us you need to:

- Report the incident as soon as it has occurred,
- Sign and Out each time you volunteer.

**6. Volunteers are only covered with insurance while working at SMART Animal Sanctuary. We want you to know that the following events are unlikely to be covered by our insurance.**

- Travelling to and from is not covered.
- Dishonest or reckless activities

*Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.*

Volunteer Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone : \_\_\_\_\_ Date: \_\_\_\_\_