

Ardoch Volunteer Agreement



The Volunteer Agreement outlines the rights, responsibilities, and attributes of Ardoch volunteers. All Ardoch volunteer roles are voluntary positions. This means that you perform all duties voluntarily, of your own free will, and without payment for your time and work. The agreement is not intended to be a legally binding contract.

Responsibilities of all Ardoch volunteers

- Adhering to the Ardoch Child Safety Policy, Child Safety Code of Conduct, and other relevant policies.
- Supporting student learning, wellbeing, and participation through your volunteering.
- Conscientiously fulfilling your volunteer duties, that is: to be punctual, reliable, flexible, open, and friendly.
- Regular checking and responding to correspondence from Ardoch (within maximum of one week).
- Providing feedback or raising any issues or concerns promptly to Ardoch staff.
- Respecting student confidentiality, except in cases regarding concern for student wellbeing.
- Working cooperatively as a team member.
- Participating in training and professional development opportunities, when provided.
- Observing all Ardoch requirements relevant to your program (which may include wearing a uniform or name badge, bringing your WWC card or recording your volunteering hours online).

Additional responsibilities if volunteering at a partner site

- Understanding and following the rules or policies of the partner sites where you volunteer.
- Regularly attending your scheduled volunteering and notifying your contact person if unable to attend.
- Being receptive to Educators' support, guidance, and direction.
- Developing a positive relationship with students and staff at the education partner.
- Participating in supervision with Ardoch staff, when scheduled.
- Providing feedback or raising any issues or concerns promptly to your Educator or education partner.

My rights as an Ardoch volunteer

- To work in a healthy and safe environment.
- To be provided with training and orientation.
- To have a position description and clarity regarding volunteer roles and working hours.
- To have the necessary support and direction to carry out designated duties.
- To be kept informed on a regular basis about topics relevant to my volunteer role.
- To have clear lines of accountability and responsibility to Ardoch and the relevant partners.
- To have access to support, supervision, and de-briefing from Ardoch staff.
- To ask questions and request guidance and support.
- To have access to conflict resolution procedures.
- To be respected and treated as co-workers.
- To receive appropriate recognition and acknowledgement for one's contribution.

Personal attributes of Ardoch Volunteers

- Committed
- Respectful of boundaries
- Show initiative
- Passionate about children and education
- Able to build positive relationships
- Professional, and patient role model
- Focused, not easily distracted
- Open minded and non-judgemental
- Constant champion of children, education and Ardoch
- Communicate respectfully with all stakeholders