



## Volunteer Work Agreement Waiver

I understand that I will be considered a member of the team, as a volunteer, at the Mesa Arts Center and will be expected to assume the responsibilities in my job description.

I understand and agree to:

- Dress appropriately for my assigned duties, including wearing my name badge and presenting a clean and neat appearance.
- Be reliable and punctual.
- Notify my supervisor as soon as possible if I am unable to attend.
- Be a team player. I will make suggestions and ask the staff when I have questions.
- Comply with the Customer Service Standards set by the Mesa Arts Center.
- Act as a responsible representative of the City of Mesa.
- At no time will I be under the influence of illicit drugs, alcohol or other substances that may jeopardize my performance and safety.
- I will abide by all the policies and procedures set by the City of Mesa, and I understand that I can be terminated at any time for not complying with the set guidelines.
- I understand that some volunteer positions require a background check.
- I reserve all rights for the City of Mesa to use my photo on any website or other promotional materials.
- Immediate termination of volunteer duties will ensue if a weapon is brought on the premises.

In return, the City of Mesa Arts Center agrees to:

- Provide necessary training and orientation.
- Provide adequate working conditions.
- Review volunteer performance, provide appropriate feedback, record volunteer hours, and provide letters of recommendation on request.
- Evaluate the volunteer program, solicit suggestions from volunteers as a means to correct any problems and reassign volunteers when requested and as needed.

Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_