



# Community and Recreation Facilities Volunteer Acknowledgement Form



The following is an acknowledgment by you, the Community and Recreation Facilities Volunteer, and the Community and Recreation Facilities Branch of the City of Edmonton.

**As a Community and Recreation Facilities Volunteer (please initial):**

1. \_\_\_\_ I will follow the roles and responsibilities as outlined in my position description
2. \_\_\_\_ I will volunteer for the minimum volunteer commitment as outlined in my position description
3. \_\_\_\_ I will disclose any information regarding criminal charges or criminal activity that may affect my criminal record to my volunteer supervisor
4. \_\_\_\_ I will attend all mandatory training sessions unless alternatives have been arranged
5. \_\_\_\_ I will maintain a high commitment to my personal health and safety and that of fellow volunteers, staff and patrons and immediately report any incidents, concerns and/or accidents to my Supervisor
6. \_\_\_\_ I will sign in and out during every shift and accurately record my volunteer hours online
7. \_\_\_\_ I will behave in accordance to the City of Edmonton Code of Conduct
8. \_\_\_\_ I am aware of the City of Edmonton's FOIP Policy
9. \_\_\_\_ I understand and accept the volunteer waiver statements (found in orientation summary handout)
10. \_\_\_\_ I will be respectful to staff, patrons and fellow volunteers at all times
11. \_\_\_\_ I will be reliable, prompt and notify my Supervisor if I am unable complete my scheduled shift
12. \_\_\_\_ I will be receptive to constructive feedback from my Supervisor
13. \_\_\_\_ I will not receive monetary compensation for my volunteer services or time
14. \_\_\_\_ I will not be considered an employee of the City of Edmonton.

**Community and Recreation Facilities Branch:**

1. We will provide written information, training and support to you as a Volunteer
2. We will ensure adequate supervision is in place and provide constructive feedback on volunteer performance.
3. We will respect the skills, dignity, and individual needs of the Volunteer, and adjust to accommodate individual requirements whenever possible.
4. We will be receptive to feedback from you as Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
5. We will maintain our commitment to the health and safety of all volunteers, staff and patrons and conduct ourselves accordingly.

This information is being collected under the Authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act and may be used for the administration of City of Edmonton volunteer programs. Your personal information is protected by the privacy provisions of FOIP. If you have any questions about the collection, use and disclosure of your personal information, contact Claire Harvey, Communications Advisor for Citizen Services, at 780-496-8771 or [claire.harvey@edmonton.ca](mailto:claire.harvey@edmonton.ca).

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|--------------------------|---|
| Volunteer (Please print) | Community and Recreation Facilities Branch Representative (Please print ) |
| Signature                | Signature   |
| Date                     | Date  |