

# Volunteer Agreement

Older Adults Technology Services, Inc. (OATS) is dedicated to ensuring that you have a productive and rewarding experience as a volunteer on the Montgomery County HOC-Senior Planet Montgomery project. This agreement clarifies the expectations during your time volunteering with the organization.

I, \_\_\_\_\_ will be volunteering with OATS on the Montgomery County HOC-Senior Planet Montgomery project beginning on \_\_\_\_\_. I commit to volunteering for a minimum of seven weeks.

## **OATS is committed to providing all volunteers with the following:**

- An ipad similar to the one participants received for use during your time volunteering on the project.
- A call script and other resources to help you perform the required tasks.
- Training on the platforms and tools used for the project.
- Adequate information and training so that you may meet the outlined expectations.
- Support and encouragement to help you achieve the desired results.
- An appointed supervisor who will conduct regular check-in meetings and serve as your go-to person.
- Respect and courtesy at all times.
- Receptiveness to your comments and feedback.
- Valuing and recognizing you as a significant resource in achieving the goals of our organization.

## **The volunteer is committed to the following:**

- Volunteering for at least three hours per week for 7 weeks
- Attending all training sessions.
- Only share hotline number to authorized MoCo Senior Planet Tech Service volunteers
- Calling and Responding to Voicemails to engage participants in Senior Planet programming (reminder calls, signing up for classes, etc.)
- Providing participants with basic tech assistance, such as a refresher on how to open the Zoom app and enter a meeting ID.
- Sharing your enthusiasm with program participants.

In order to maintain our standards of quality, the trust of partner organizations, the safety of participants, and contract compliance, those who wish to volunteer with OATS are subject to a standard criminal background check as a condition of their engagement with the organization.

I acknowledge that I may be privy to confidential information about OATS, including but not limited to intellectual property, financial information, corporate strategy, personnel information, internal program data, fundraising information, and other proprietary information. I agree not to divulge such confidential or sensitive information to unauthorized internal parties or any outside parties without the prior written approval of the OATS executive director.

This volunteer agreement is not intended to be a legally binding contract between the volunteer and OATS. Neither party guarantees any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.

OATS Signature \_\_\_\_\_ Date \_\_\_\_\_  
Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_