VETERANS BENEFITS COACH AT THE LIBRARY
VOLUNTEER SERVICE AGREEMENT
(Must be signed by Volunteer and Library Supervisor)

Name: ______________________  Start Date: ___________________

The Library Agrees to Provide:
1. A clearly defined volunteer job description;
2. Orientation to the Library and its policies;
3. Respect and recognition of the value and contributions of volunteers;
4. Cooperative working relationship between staff and volunteers;
5. Feedback on volunteer’s performance; and
6. Updates on changes that affect you and/or your assignment.
7. Working space within the Library.

CalVet Agrees to Provide:
1. Training on how to do the job effectively;
2. Toll free telephone consultation on veteran’s benefits and/or crisis intervention as needed: (877) 741-8532.
3. A checklist of the basic documents the veteran should take to their appointment with the County Veterans Service Office.
4. A list of local emergency service contacts for use as needed.

As a Volunteer I Agree to:
1. Attend and successfully complete all required training for this position.
2. Fulfill the duties outlined in the job description in a professional manner.
3. Be reliable, punctual and ready to work.
4. Notify my supervisor as soon as possible if delayed, sick or unable to work.
5. Keep a record of my hours by signing in at the designated location.
6. Maintain confidentiality of all privileged information whether this information involves an individual staff member, volunteer, library user or library business.
7. Be a team player. I will make suggestions and ask when I have questions.
8. Abide by all of the policies and procedures set by the Library and its Jurisdiction (City or County).
9. I understand that I may be terminated for not complying with these guidelines.

I commit to the following days and/or hours provided below:

Days available: M___ T___W___ Th___ F___

Times available: Mornings____ Afternoons____ Evenings____

Volunteer Approval: I hereby volunteer to perform the duties described in the job description attached and to the time commitment that I have provided to the Library.

Volunteer Signature: _____________________________  Date: __________

Supervisor Signature: _____________________________  __Date: __________