

Ocean Institute

Statement of Understanding

Volunteerism at OI

Ocean Institute is a non-profit dedicated to inspiring students and members of our community to learn through hands-on marine education and maritime history education programs. Our volunteers serve as the face of the organization, aid us in our daily operations, and enable our mission. Great responsibility is entrusted to those who represent our organization; therefore, Ocean Institute volunteers are expected to consistently meet brand standards of professionalism and excellence.

VOLUNTEERS:

- Must sign and adhere to the policies and procedures outlined in the Volunteer Packet and Volunteer Handbook
- Must adhere to department-specific service expectations and commit to a minimum of one year of service
- Must arrive on time, prepared and appropriately dressed/groomed for all scheduled shifts
- Must communicate anticipated absences in a timely manner to your department's Volunteer Coordinator and find a qualified replacement if possible
- Must attend (when personal availability permits) Quarterly Volunteer Meetings and department training opportunities as scheduled by the Volunteer Specialist and/or your Volunteer Coordinator
- Must submit all leaves of absence and/or resignations in writing to your department's Volunteer Coordinator and the Volunteer Specialist with at least two weeks' notice
- Must submit any volunteer verification requests to the Volunteer Specialist with at least two weeks' notice
- NOTE: Prior to onboarding, *Education Docents* must complete a Live-Scan background check

OCEAN INSTITUTE:

- Promises to provide a safe, supportive, professional and positive work environment
- Promises to provide meaningful and rewarding volunteer assignments
- Promises to provide professional development opportunities relevant to your position
- Promises to maintain open lines of communication
- Promises to afford opportunity to voice questions, concerns, and/or feedback
- Promises to maintain accurate volunteer service records and supply letters of verification upon request

By signing below, I acknowledge and agree to the following:

- (A) Ocean Institute reserves the right to refuse and/or terminate volunteer service to anyone who does not meet the needs of the organization
- (B) I have voluntarily accepted an uncompensated volunteer position, and through this role intend to contribute to the mission of the Ocean Institute to the best of my ability
- (C) I have read and understand the terms outlined in this Statement of Understanding
- (D) Parents or legal guardians of volunteers under the age of 18 must also read, understand and agree to the terms outlined in this Statement of Understanding

Volunteer Signature: _____

Volunteer Name (Print): _____ Date: _____

If Volunteer is under the age of 18 years old

Parent/Guardian Signature: _____

Parent/Guardian Name (Print): _____ Date: _____