



Technical Assistance Center

Intern/Volunteer Position

Notice of Commitment & Expectations

I, _____, have read the Intern/Volunteer position description. I understand that I am expected to:

- Make a commitment to work for the duration of my agreement.
- Satisfactorily complete any orientation and/or training activities during my first several weeks
- Follow all organization and department policies and procedures exactly as directed

Since successful operation of my assigned department depends on reliable and predictable intern support, I will:

- Consider my work schedule as significant as paid employment, making every effort to keep to my regularly scheduled shift (barring emergencies and illness). I will not schedule other activities during my shifts without giving staff at least a week's notice.

I further understand that I can expect thorough, complete, and consistent support and training as appropriate from staff.

I have also received and read the (fill in your organization's name) Intern/Volunteer Policies and Procedures and understand expectations, programs, and policies for (fill in your organization's name) interns/volunteers. I understand that my relationship with (fill in your organization's name) as an intern/volunteer can be terminated by (fill in your organization's name) or by myself at any time for any reason.

Signature: _____ Date: _____

My Intern/volunteer days and hours will be: Day(s) _____ Hours _____

Intern/Volunteer Contact Information:

Home Phone _____ Alt. Phone _____

Street Address _____ City _____ State _____ Zip _____

Email Address _____

Name of Emergency Contact _____

Relationship _____ Contact Phone _____