

Open House Melbourne Volunteer Agreement

1. You agree the position at Open House Melbourne is a volunteer position. This means, if you accept the role, you will perform all duties on a voluntary basis and will not receive remuneration of payment for your work.
2. You hereby agree to provide Open House Melbourne with your services on a voluntary basis between Saturday 13 July 2024 and Sunday 30 July 2024. This includes participating in all induction and training dates as well as attending festival delivery dates (being Saturday 29 July – Sunday 30 July 2024)
3. You will directly report to the following, Assistant Precinct Manager, Precinct Manager, Precinct Manager Team Leader, Operations Coordinator and any other Open House Melbourne Key Staff - hereafter to be noted at your 'supervisor'.
4. You agree to champion and support Open House Melbourne's Vision, Mission, Strategic Pillars and Organisational Values that have a direct relationship with your role, this includes but is not limited to external buildings, partners, stakeholders and patrons.
5. You agree to undertake any tasks and duties in accordance with Open House Melbourne's standard operating procedures, as explained to you by a supervisor. You agree additionally to undertake your volunteer responsibilities in accordance with all reasonable directions provided by your supervisor.
6. You agree to conduct yourself in an appropriate manner and to be courteous to all Open House Melbourne staff and the public in the course of your role.
7. You agree to comply with the law at all times.
8. You agree to attend the Open House Melbourne Volunteer Training Day and read the Volunteers Handbook
9. You agree Open House Melbourne relies on their Volunteers arriving to their rostered shift on time. Furthermore, you agree to notify your supervisor if you are running late or unable to attend your rostered shift.
10. You agree to wear to Open House Melbourne branded Pink Vest for all rostered shift in addition to professional and appropriate attire and presentation. The Open House Melbourne Pink Vest will be provided to you on the Volunteer Training Day.
11. You agree rendering your voluntary responsibilities whilst under the influence of alcohol or drugs will subsequently result in Open House Melbourne terminating your volunteer relationship with Open House Melbourne
12. Open House Melbourne agrees you will only be expected to perform tasks outlined in the respective Volunteers Position Description. Furthermore, Open House Melbourne agrees to only include tasks appropriate for voluntary work in the respective Volunteer Position Descriptions.
13. Open House Melbourne agrees that as a Volunteer, you are not obligated to provide service to Open House Melbourne at any time or at all. Further, more you may end you volunteer relationship with Open House Melbourne at any time.
14. Open House Melbourne agrees to maintain open and timely communication with Volunteers.

Insurance

15. Open House Melbourne holds Public & Products Liability Insurance and Voluntary Workers Insurance. To ensure that this insurance covers you for any incidents that

occur while you are volunteering with us you need to ensure you comply with the Volunteers Handbook and notify your supervisor or the Volunteer Manager of the incident as soon as possible.

16. You may not be covered by Open House Melbourne's insurance for (a) actions that are beyond the scope of your volunteer role, or that occur without appropriate, authority or permission from us, (b) criminal activity (including criminal charges arising out of driving incidents) or (c) dishonest or reckless activities.

Confidentiality Agreement & Intellectual Property

17. You acknowledge throughout your volunteer role you may obtain or be granted access to confidential information; such information is of considerable value to Open House Melbourne and should not be shared or distributed.
18. You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials you create in the provision of the voluntary services to Open House Melbourne.

Contact Person

19. Your contact person at Open House Melbourne will be Georgia Byres (Operations Coordinator). If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact the Operations Coordinators as soon as possible.

Electronic Acknowledgement

To accept Open House Melbourne Volunteer Agreement and the above conditions outlined, please tick the box under Volunteer Agreement on your application.

Volunteers who do not wish to acknowledge the Volunteer Agreement will subsequently be unable to Volunteer at Open House Melbourne in 2024.