

**CITY OF MOSES LAKE
VOLUNTEER SERVICE AGREEMENT**

I _____ hereby volunteer my services to perform only the services as outlined in the attached scope of volunteer work for the City of Moses Lake Finance Department.

Further, I hereby certify that I am capable of performing the duties as outlined in the attached scope of volunteer work (check which applies):

() without accommodation or () with the following accommodations:

In consideration of the City of Moses Lake giving me permission to perform these volunteer services, I agree to the following terms:

1. I understand that I am not to appear for volunteer service under the influence of any drugs or alcohol.
2. I will abide by all of City of Moses Lake policies regarding personal conduct while performing volunteer services.
3. I agree not to go beyond the scope of volunteer work agreed to without authorization and agree to identify and represent myself as a volunteer and not as an employee of the City.
4. Should an injury occur during the scope of my service, I understand that:
 - a. The City of Moses Lake has included my hours of volunteer service in the Washington State Department of Labor and Industries coverage for volunteer workers.
 - b. That I am to report any on-the-job injury or illness, no matter how minor, to the Volunteer Supervisor.
5. I acknowledge that I have received, read, and understand the Volunteer Manual and have had the opportunity to ask questions.
6. I consent to the City of Moses Lake performing a background check into my history and waive any right of privacy I may have in such information for the limited purpose of the City of Moses Lake considering it for determining my suitability as a volunteer for the Finance Department.
7. I understand that I or the City of Moses Lake may terminate this agreement at any time without cause, that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

I agree to hold harmless the City of Moses Lake, its officials, employees, and agents for any damage claim or lawsuit for injury, illness, or damage or loss of any kind to me arising out of my performance in any way of the volunteer services outlined above.

Dated this _____ day of _____, 20 _____.

CITY OF MOSES LAKE

By _____

Volunteer's Signature

Address

Phone Number

Parent/Legal Guardian (if under 18)

Exhibit A

Scope of Work

Volunteers will be able to assist in one or two ways. The first is in volunteering services to prepare the Sleeping Center for use. The second is on-going volunteer services to help in camp operations.

Sleeping Center Set-up

- Install door handles and deadbolts on each shelter
- Install insulation in interior of sleeping shelters
- Install sheeting in interior of sleeping shelters
- Install smoke detector in each sleeping shelter
- Assist in leveling, or attaching anchors to shelters to provide stability.
- Assist in set up of administrative building interior

On-going Volunteer Services

P.M Operation Hours-6:00 P.M. to 10:00 P.M.

- Assist with Check-ins: COVID-19 Screening- take temperature, ask guideline questions to determine potential COVID exposure, collect basic data from guests, have guests sign rules and policies agreement, assign shelter for the night
- Start up heating devices at 6:30 p.m.
- Assist in handing out hygiene packs
- Assist in scheduling shower times- will need to oversee shower use, ensuring compliance with time limits
- Assign storage unit (by number of shelter assigned, unless there is a returning guest; they will already have a storage unit)
- Turn off heating devices at 9:30 p.m.

A.M. Operation Hours-6:00 A.M. to 8:00 A.M.

- Wake up call at 6:00 a.m.- visit each sleeping shelter and knock on doors
- Check-outs- ensure all guests are checked out of shelters by 8:00 a.m.
- Ensure all storage containers are locked
- Sanitize Shelters- each shelter will need doorknobs and sleeping areas sanitized
- Sanitize bathrooms- All common areas of bathrooms need to be sanitized- all door handles, faucet handles, toilet handles and seats, etc.
- Sweep sleeping center to ensure no garbage around the premises
- Laundry- Every 2 days, collect towels and take to laundromat for cleaning- will need to schedule volunteers