

Buckeye Trail Association Volunteer Agreement

Volunteers like you are the heart and soul of Ohio's Buckeye Trail. Since 1959 Buckeye Trail Volunteers have carried the vision of a 1,400+ mile hiking trail around the state through their hard work building, maintaining, preserving and promoting the use of the BT. From the Board of Trustees, to each Trail Adopter, to producing hiking maps, and organizing great annual events, BTA Volunteers can do it all. To ensure that we do a good job at recruiting, supporting, engaging and celebrating BTA Volunteers we ask you to take this first step.

Completion of this agreement is required of all Buckeye Trail Volunteers, regardless of assignment. Your signature below indicates that you have read the entire BTA Volunteer Handbook and understand the roles, rights, and responsibilities of becoming a BTA volunteer. Your signature also indicates that you have agreed to the BTA Liability Waiver and Assumption of Risk. Once it is received by the BTA, a staff member will also sign the document guaranteeing to uphold our end of the agreement. This agreement will be in effect for the duration of your volunteer service, beginning on the date below.

The BTA agrees to:

- Provide meaningful and rewarding volunteer experiences benefiting the Buckeye Trail.
- Support Volunteers by providing necessary paperwork, manuals, and contact information
- Introduce you either personally or electronically to your volunteer leader
- Provide you a volunteer supervisor to help guide you in your BTA assignment
- Provide an "open door policy" through the Volunteer Coordinator to express concerns
- Acknowledge and celebrate Volunteer accomplishments based on the input received from volunteer leaders, staff, and other volunteers.
- Provide trainings for volunteers based on volunteer input.
- Whenever possible, provide you with the tools and training necessary to carry out your volunteer assignment.
- Provide individual volunteer hour reports upon request.
- Provide a safe work environment free of discrimination, harassment, or any behaviors otherwise which violate the policies of the Buckeye Trail Association.

As a Volunteer for the Buckeye Trail Association:

- I agree to abide by all policies of the BTA set forth by the BTA Board of Trustees.
- I understand that this is an uncompensated volunteer position and I may work alongside paid employees.
- I agree to and understand the job description for this position.
- If no job description currently exists, I will assist in developing one with the Volunteer Coordinator or my volunteer supervisor.
- I agree to participate in BTA volunteer orientation and/or training as directed by the Volunteer Coordinator or other volunteer supervisor.
- I acknowledge that, although serving as a volunteer, the public may regard me as a representative of the BTA, and will conduct myself accordingly. I will be courteous and helpful while engaging with the public or other BTA volunteers and I will not engage in the inappropriate behaviors listed in the Volunteer Handbook.

- I agree to contact my volunteer supervisor as soon as possible if I am unexpectedly unable to fulfill a scheduled volunteer commitment.
- I understand that the BTA has liability coverage limited to registered volunteers working within the scope of their assignment and on behalf of the BTA. I will immediately report any on-the-job injury or illness, no matter how minor, to my volunteer supervisor.
- I understand that the BTA is a volunteer-based organization and that most of the volunteer leadership positions are in turn filled by volunteers with other demands on their personal time.
- I understand that either I or the BTA can end my volunteer service at any time.

Please initial the following statements indicating that you have read and understand your rights and responsibilities as a BTA volunteer.

1. _____ I have read and understand the BTA Volunteer Handbook, including this Volunteer Agreement and accept the role of becoming an official Buckeye Trail Volunteer.
2. _____ I have read the BTA Liability Waiver (Pg. 34), accept the potential risk involved with volunteering with the BTA and agree to the terms and conditions of said waiver.
3. _____ I have read my anticipated job description and understand what is expected of me in this position. I also have read and understand the potential hazards (JHA)(Pg. 34) of the position.

I, _____ (please print name clearly) hereby agree to volunteer my time and energy to the Buckeye Trail Association as:

_____ (Project or Position Title)

Applicant Signature

Print Name

Date

To be completed by BTA Staff

Staff Signature

Print Name

Date