



Revised: 202010

City of North Little Rock  
Mayor's Office of Volunteer Service

# Volunteer Assignment and Agreement

The general qualifications listed below are reflective of the attitude and aptitude for all volunteer staff employed at the City of North Little Rock. The qualifications checked are considered absolute requirements for persons assigned to such volunteer positions.

Your volunteer assignment is: \_\_\_\_\_.

- Treat every person with dignity and respect.
- Willing to work with senior adults.
- A desire to see everyone succeed at their personal goals.
- Recognize that center rules, policies and procedures are designed to promote personal safety and fulfillment for everyone.
- Maintain good personal hygiene.
- Dress appropriately for the job assignment.
- Report to work when scheduled. Call in if not able to report for shift.
- Work as a team.
- Keep your assigned area clean.
- Have an attitude of service.
- Refrain from cursing or abusive language.
- Consider all work as having importance.
- Be alert for anything adversely affecting safety or security, and report directly to the Office.
- Refer all disagreements to Angela for resolution.
- Respond positively to request for personal assistance.
- Tactfully caution persons regarding violations of center rules and procedures.

I hereby acknowledge these requirements:

Volunteer's Name (print) \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

### CONTACT INFORMATION

Angela Wirt • NLR Mayor's Office of Volunteer Service  
401 West Pershing Blvd • North Little Rock, AR 72114  
501-975-4297