



Sample Volunteer Working Agreement

Introduction

The Legacy Trust's team of Interns are vital to making the Legacy Trust run as smoothly as possible. In order to best support and develop our internship teams all individuals are asked to enter into a working agreement which sets out the responsibilities of both The Legacy Trust and the individuals giving their time and energy. We cannot thank our Interns enough for all of their hard work and we hope that they all find their work both stimulating and rewarding.

Aims of the Legacy Trust internship programme

- To work with paid staff and team members in meeting the Physical, Spiritual and Emotional needs of young people.
- To provide a dynamic addition to the valuable work of all Legacy staff by working together as a team.

Your overall purpose as a Legacy Trust Intern

Once trained by The Legacy Trust, you will support and encourage the staff and volunteers actively seeking to build relationships with young people in and around the Legacy community. Your specific role will be outlined in this agreement but may be amended from time to time.

Your supervisor

The Pastor will provide your day-to-day supervision and support.

Your tasks and responsibilities

The House

- To live as a member of the Legacy residential community.

Youth Congregation

- To support the Pastor in nurturing and developing the Youth Congregation.
- To regularly participate in corporate worship and prayer.
- To support and facilitate mid-week activities.
- To provide practical support such as setting up, clearing up and administration.
- To model Christian behaviour and spiritual life.
- To engage in detached outreach work.
- To develop a music programme focussed on outreach based at Legacy XS.

Legacy Skate Cell Group

- To head up the Legacy Skateboard cell team on a weekly basis.
- To develop innovative ways of reaching Skateboarders with the gospel and supporting them with pastoral care.
- To share the good news of the gospel in word and action.

Mentoring & Schools work

- You will be assigned a young person from the Youth Congregation to mentor throughout the year.
- To work as a community mentor in The Appleton School.
- To develop a lunchtime lyric writing workshop based in The Appleton School.



What we expect from you

Legacy Interns undertake to:

- Abide by The Rule.
- Make a commitment to belong to, and work within, the Christian community of Legacy.
- Try to set a Christ-like example to others in terms of personal conduct in terms of language, behaviour, dress and general conduct.
- Work the hours they have agreed in advance with their team leader and ensure that they arrive on time.
- Actively engage in all training opportunities.
- Take seriously and accept Legacy's support and supervision.
- Have a CRB (Criminal Records Bureau) check carried out.

What you can expect from us

The Legacy Trust undertakes to:

- Prepare and train you for your role.
- Provide food and accommodation in the House.
- Pay you out of pocket expenses.
- Provide you with a safe environment within which to work.
- Give you a comprehensive induction, followed by appropriate training.
- Support you in all practical aspects of your roles and through regular supervision sessions.
- Enable your participation in relevant training and development.
- Provide you with a Mentor.

All interns will be made aware of Legacy's Child Protection Policy before working with young people, and will be asked to disclose any relevant offences, as outlined in that policy.

Internship agreement

I understand and accept the tasks, responsibilities and expectations above and commit myself to fulfilling the role of Intern with Legacy to the best of my ability. It is my intention to participate in the Internship programme for a period of 6 months.

Intern

Name

Signed

Date

On behalf of The Legacy Trust (Benfleet)

Name

Signed

Date