

VIERS Volunteer Agreement

[revised January 2017]

1. GENERAL

The Virgin Islands Environmental Resource Station (VIERS) offers opportunities for individuals to provide volunteer services in the areas of environmental education, guest services, facility upkeep and facility improvement.

In recognition of the value of the services rendered, reduced fees on lodging, meals and other items are provided along with other benefits described below:

Volunteers who provide a minimum of 28 hours of service per week (about 4 hours of service per day) at VIERS will be provided:

- § Lodging consisting of a single size bed in a cabin room shared usually with one other volunteer. Staff cabin rooms are either approximately 16 ft x 16 ft (half of a full cabin) or 8 ft x 16 ft (one quarter of a full cabin). Couples are provided their own room.
- § Food for meals (breakfast, lunch and dinner) at no charge. [Volunteers prepare their own meals except when group meals are prepared. Food for special diets is not provided.]
- § Use of laundry facilities at no charge which includes washer, dryer and detergent for the volunteer's personal clothing.
- § Filtered drinking water and ice for personal consumption.
- § 20% discount on items purchased from the VIERS store. Items purchased from the canteen are full price.
- § Limited access to the internet and web through one computer station located in the VIERS library. **There is a fee for connecting to VIERS wireless internet service from personal computers or internet access devices. The current fee is \$18 per week or \$30 per month.**
- § Very limited personal use of VIERS office and/or equipment (office computers, telephone/fax, and other office equipment). Some use of VIERS office equipment may require a fee. [Note: Volunteers are responsible for their personal long distance telephone charges. The use of pre-paid long distance telephone cards is encouraged. Cell phone service is spotty for ATT and Verizon does not work.]

2. CONDITIONS OF WORK

Volunteers are directly supervised by the VIERS Operations Manager (VOM). Volunteers will receive assignments from the VOM and are required to inform the VOM directly of the completion of assigned tasks.

Volunteers are expected to work at least 28 hours per week. VIERS has a ***Ado your work first@ policy*** in that personal activities are to be scheduled after completing assigned tasks. When groups are visiting VIERS, work assignments are scheduled throughout the day. When groups are not visiting VIERS, the work day is usually 8 a.m. to noon.

Volunteers are expected to carry out such duties as assigned in the time provided and provide a reasonable account of their progress. Volunteers are required to complete a weekly time sheet.

Volunteers= days off (or portion of whole days off) shall not interfere with providing customer services associated with the preparation for the arrival or departure of groups.

Volunteers shall not authorize anyone to have personal use of any property or equipment owned or in possession of VIERS without prior authorization of the VOM.

Volunteers must have prior approval from the VOM for personal guests to eat meals or stay overnight at VIERS.

All expenditures made by volunteers related to VIERS facilities must have the prior authorization of the VOM.

Volunteers are required to inform the VOM directly of their departure and/or return to camp.

3. REGULATIONS

VIERS is a facility of the University of the Virgin Islands. Volunteers are required to follow UVI's **NO SMOKING**

policy in that smoking is not permitted in buildings or grounds associated with UVI or VIERS, such as the camp or lab. Volunteers who violate the no smoking policy may be immediately removed from VIERS. [Note: Smoking is permitted only outside of the camp or lab area.]

Volunteers must adhere to the Drug and Alcohol Policy of the University of the Virgin Islands. Abuse of alcoholic beverages or consumption of alcoholic beverages by minors (under 18 years old) is prohibited at VIERS. Volunteers who violate the policy (or assist others to violate the policy) will be immediately removed from VIERS. Volunteers are prohibited from purchasing alcohol for any guests.

Volunteers must adhere to VIERS facility use policies. Volunteers who violate these policies may be immediately removed from VIERS.

Volunteers must adhere to the rules and regulations of the Virgin Islands National Park (VINP). Volunteers who violate the VINP's rules and regulations may be immediately removed from VIERS.

Volunteers who commit inappropriate acts may be immediately removed from VIERS.

Volunteers who commit unlawful acts will be immediately removed from VIERS.

VIERS reserves the right to conduct appropriate drug and alcohol testing.

4. REQUIREMENTS

Volunteers must provide a completed copy of VIERS Guest Form: Registration and Liability Release.

Volunteers must provide color copies of two forms of photo identification with their application.

5. COMPENSATION

For providing a minimum of 28 per week of volunteer service to VIERS, volunteers will be provided lodging and meals and other benefits as stated in Section 1. Volunteers are not paid for providing services at VIERS.

6. TRANSPORTATION

Volunteers are responsible for their personal travel expenses to and from VIERS at all times. While VIERS staff will try to accommodate a volunteer's personal needs, VIERS is not obligated to provide transportation for a volunteer's personal travel at any time.

7. TERMINATION

The applicant's stay at (and association with) VIERS can be terminated for lack of funds, lack of performance, failure to follow the policies and procedures of the organization or the conditions of this contract, misrepresentation of the organization, illegal acts, other conditions which create a conflict with the mission of the organization.

Agreed:

Attach: Copy of color photo Identification (Driver's License and/or Passport)

Attach: Guest Form

Attach: Copy of proof of current tetanus vaccine

E-mailed forms are at the discretion of Clean Islands.

Mail to: Tricia Hopkins, VIERS c/o Clean Islands International, 8219 Elvaton Drive, Pasadena, Maryland 21122