



**P.O. Box 1016 • Rockport, Maine
04856
Tel: 207-236-2467 ~ Fax: 207-236-7968**

Volunteer Agreement (Swap Shop)

In signing this agreement with the Mid-Coast Solid Waste Corporation and the Mid-Coast Waste Watch Committee, volunteers agree with, and will promote, some simple guiding principles for the operation of the Swap Shop. It is our primary intent to operate this “Swap Shop” facility in the most inviting manner possible. In an effort to divert as much material as possible from the waste stream, it is our goal to broaden the appeal of the shop, both for dropping off usable goods, as well as providing a source for such goods. To succeed at this, we will do our best to assure all visitors have an equal opportunity to find things of value at the shop.

The commitment to agreed upon hours is very important. We intend to improve this facility with a consistent welcoming presence and action towards fairness and equal opportunity. While it would be unfair to prohibit volunteers from taking anything from the Swap Shop, all volunteers agree that they will not remove items with the intent for re-sale. As a point of safety, all volunteers shall wear high visibility vests provided by MCSW. This is intended not only as a safety measure but to identify those volunteering at the shop. Volunteers should also consider bringing their own gloves for further protection when checking incoming items.

By signing this page, the volunteer agrees with the goals and premise set forth in this agreement.

Currently the Swap Shop is open from 9:00 to 2:00 Tuesday through Friday. With enough volunteers, we would like to see the shop be kept open from 8:30 to 3:30.

You are a volunteer

The position of Swap Shop Attendant at The Mid-Coast Solid Waste Facility is a volunteer position. This means that, if you accept the role, you will perform all duties on a voluntary basis and you shall not receive reimbursement or payment for your work:

I understand that:

- I will perform all duties on a voluntary basis and I will not receive reimbursement or payment for my work.
- I am required to abide by all policies and guidelines, as they develop, set forth by the Facility Manager.
- I will be given a full orientation and any training necessary for the volunteer role.
- I will behave courteously to all staff, visitors, and the public in the course of this role.
- If any issues do arise at the swap shop, I shall contact Jim or Beth at (236-2467) or come to the office.
- I agree that I will not take any items from the swap shop with the intent for re-sale.
- I will keep the shop tidy inside and out; I will also recycle as much as possible.
- I will park in the area designated for volunteers and wear a safety vest at all times during my shift.
- The key to the swap shop shall be returned to the gate house attendant at the end of the day.
- I will use my discretion to turn away any items which are not suitable for the Swap Shop.

Contact Person

Your contact person at Mid-Coast Solid Waste is Jim Guerra. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact Jim as soon as possible.

Volunteer Signature

Facility Manager Signature

Date

Date