

# Newcomer Bike Mentorship Program (NBMP)

## Bike Mentor Volunteer Agreement

### Role Statement

**Bike Mentor Volunteers** give their time to create a welcoming community for newcomers to (*city name*), share their passion for and knowledge about city cycling and are willing to introduce newcomers to (*city name*)'s vibrant cycling culture.

### Rights

As equal participants of the Newcomer Bike Mentorship Program, all Bike Mentor Volunteers are entitled to the following rights within the commitment period:

#### It is your right:

- To be treated with respect and as an equal partner within the organization
- To be assigned tasks in accordance with the Bike Mentorship Volunteer Agreement
- To receive orientation and guidelines necessary to do the task
- To have free access to all relevant training sessions offered to volunteers at (*organization name*)
- To feel that your efforts have real purpose and contribute to the organization's mission
- To be recognized for your efforts and contributions
- To receive ongoing support from the Program and to seek advice when encountering difficult issues
- To receive feedback and evaluation on the participation in the program
- To be trusted with confidential information necessary to carry out volunteer tasks
- To be kept informed on relevant matters within NBMP and to be invited to NBMP events and group activities open to all

### Responsibilities

Your responsibilities as a Bike Mentorship Volunteer include:

1. To be a positive and responsive representative of (*organization name*)'s Newcomer Bike Mentorship Program in the communities
2. To fulfill the time commitment of approx. **24 hours** between \_\_\_\_\_ (approx. 2 hours per week) and to maintain regular contact with your assigned newcomer(s), preferably face to face.
3. To initiate and maintain effective communications with the newcomer match to assure weekly cycling activities take place.
4. To ensure that your newcomer match is informed if you are unable to make a scheduled meeting, and also to make alternative arrangements should that occur.
5. To help your newcomer match improve English communication skills if needed, expand their social network, and learn about life in Canada and cycling in (*city name*).
6. To recognize and respect the diversity of Canadian society, to be sensitive to the uniqueness of

your newcomers' needs and situations, and to understand and respect various opinions, values, and cultural backgrounds, and to never impose your own values on your newcomers.

7. To refrain from using this relationship to promote religious and political beliefs that you may hold, or using the relationship for any personal financial gain.
8. To refrain from making sexual advances towards any other individual(s) participating in the program
9. To respect the right to privacy of the newcomer match and to treat any personal information shared with you confidentially.
10. To track cycling-related activities with newcomer match online as instructed by NBMP staff, and communicate directly with NBMP staff on a monthly basis.
11. To demonstrate safe and responsible cycling behaviour, and help newcomer match become more confident cycling around the city.
12. To provide timely feedback to the NBMP and participate in the program's evaluation.

**Agreement**

I, \_\_\_\_\_ understand that my acceptance into the NBMP is subject to providing an up-to-date Police Information Check (or other equivalent criminal records check) for the Vulnerable Sector as one of the prerequisites.

I have read the above statement and understand my role, rights and responsibility as a NBMP Bike Mentor Volunteer. I agree to abide by the role and responsibilities stated in this agreement within my committed time period starting from \_\_\_\_\_ until \_\_\_\_\_.

I recognize my volunteer contribution is essential to the NBMP services provided to newcomer clients. Therefore, once I have begun the process of volunteering, I will be as open and honest about my situation as possible, and strive to meet reasonable expectations. I understand the NBMP has the right to terminate my position should my conduct seriously breach the agreement.

Bike Mentorship Volunteer Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

Responsible Bike Mentorship program staff (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: