



Non-Financial Cooperative Agreement Between Workforce Solutions and

1. DESIGNATED PARTIES

The parties entering into this agreement are _____ and Workforce Solutions. The organization's contact person is _____. The organization contact person's address and phone number is _____. The contact person for Workforce Solutions is _____ and _____. Workforce Solutions contact person's address and phone number is _____.

2. PERIOD OF AGREEMENT

This agreement becomes effective on the date signed by both parties and will continue in effect until terminated by mutual agreement of both parties or by one party giving 30 days' notice to the other party.

3. PURPOSE

The purpose of this agreement is to establish policies and procedures for work experience for volunteers/interns referred by Workforce Solutions.

4. GOALS

The goals are to assist organizations to meet their needs for volunteer/intern workers and help volunteers/interns learn, develop, or reinforce basic work habits and basic vocational skills.

5. MEETINGS AND COORDINATION

- 5.1 The organization and local Workforce Solutions staff will meet as needed to assess the activities conducted under this agreement and to make necessary adjustments to improve the volunteer/intern arrangement.
- 5.2 The organization and local Workforce Solutions staff will establish a process for the organization to report volunteer/intern hours and/or any other relevant volunteer/intern information.

6. MUTUAL AGREEMENTS

- 6.1 Neither party to this agreement can change work sites, work hours, duties, etc. without the mutual consent of both parties.
- 6.2 Neither party will remove and/or dismiss a volunteer/intern without the consent of the other party.
- 6.3 The organization may receive volunteer/intern referrals from various Workforce Solutions office staff.

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711



- 6.4 The organization may receive inquiries from various Workforce Solutions office staff regarding volunteer/intern performance.
- 6.5 Both parties agree that any problem resolution be done between the designated organization contact person and the designated Workforce Solutions contact person identified in this agreement.
- 6.6 Volunteers/interns have the rights available under federal, state, and local law prohibiting discrimination on the basis of race, sex, national origin, religion, age, or handicapping condition.
- 6.7 Volunteers/interns are subject to the same health and safety standards established under local, state and federal law that otherwise applies to other individuals.

Agreed to:

Organization Designee Name

Workforce Solutions Designee Name

Signature

Signature

Title

Title

Date

Date



Volunteer / Internship Organizational Profile

We are requesting this information, and any additional information you would like to provide, in order that perspective Volunteers/Interns may learn about your company or organization so that they can make more informed decisions regarding their placement. We would also like to educate our staff about you and provide “links” to your web sites if possible.

☐ **Non-profit** ☐ **For-profit** ☐ **Public**

Company/Organization Name:_____

Address:_____

Main Phone Number:_____

Web Site:_____

Year Organization Founded:_____

Number of Employees:_____

Mission Statement:

Type of Work/Primary Customers:

Additional Comments:



Volunteer / Internship Job Announcement

Company/Organization _____
Address _____
City, State, Zip _____
Main Phone _____

Job Title: _____

Openings: _____

Hours of Need: _____

Location: _____

Supervisor: _____

Supervisor Phone: _____

Supervisor Fax: _____

Supervisor E-mail: _____

Department: _____

Basic Duties: _____

Requirements: _____

Education: _____

“SAMPLE POSTING”



Helping Hand, Inc.
1212 Main Street, Suite #120
Houston, Texas 77008
713/555-1212

Volunteer/Internship Program
Job Posting

Job Title: Receptionist

Openings: Two-(2)

Hours of Need: Monday through Friday 8:00 a.m. till 5:00 p.m.

Location: 1212 Main Street, Suite #120
Houston, Texas 77008

Supervisor: Mary Barnes

Supervisor Title: Human Resources Administrator

Supervisor Phone: (713) 555-1212 extension #911

Supervisor Fax: (713) 555-2121

Supervisor E-mail: M_Barnes@hhinc.net

Department: Intake

Basic Duties: Will be responsible for working the front desk. Will answer phones and will route calls or take messages as appropriate. Must maintain sign-in and out sheets. Will also perform light typing, filing, and other duties as assigned.

Requirements: Good computer knowledge is preferred. Excellent phone skills and professional appearance required. Bi-lingual preferred. **No felonies accepted. (or) Felonies considered on a case-by-case basis.**

Education: Must have a high school diploma or GED. Will consider student seeking the aforementioned credential.