



VOLUNTEER
BÉNÉVOLES
YUKON

Letter of Offer for Volunteer Manager position

April 1, 2010

Dear _____,

Volunteer Yukon (VY) is pleased to offer you the Volunteer Manager position for which you recently applied. Enclosed with this letter of offer is a copy of the job description.

Employment Start Date:

Should you accept this offer, your employment will begin on _____, 2010 and will end on _____, 2010. Your contract may be renewed past _____, 2010.

Wages and Hours:

Your rate of pay will be _____ per hour and you will be required to work _____ hours per week.

Holiday & Vacation Entitlement:

You will be entitled to statutory holiday pay as well as accrued vacation pay, _____ days after your first day of employment.

Group Health Coverage:

VY provides group health coverage through the Whitehorse Chamber of Commerce (employer pays 80% of the cost, employee pays 20% of the cost).

Accumulated Personal/Sick Leave:

Employees accumulate personal leave at a rate of _____ hours of leave for every _____ hours worked, to a maximum of _____ hours. Accumulated unused leave will NOT be paid out to the employee on termination.

It is the intention of VY to be flexible in the use of this leave. It can be used by an employee when s/he is sick; for medical, dental, optometry, physiotherapy, or other health-related appointments during working hours, or to accompany a child to an appointment. It can also be used on the occasion of the death of a family member.

All personal leave must be approved in advance, in writing, by the Executive Director, except when leave is used when an employee is sick, in which case the employee must advise the Executive Director immediately.

If the Executive Director has reason to believe that personal leave is being abused, the employee may be asked to provide confirmation that s/he was away for an approved purpose.

Notice of Termination Requested:

If you would like to terminate your employment prior to _____, 2010, you are requested to give the employer two weeks written notice.

Probationary Review:

There will be a three month probationary review period, commencing the first day of your employment. At the three month mark, VY will evaluate your work/progress and will welcome your thoughts and suggestions as well.

Monthly Report:

You will be required to submit monthly activity reports to the Executive Director. (We will provide you with a template for this report.)

If you agree to the above conditions of employment, please confirm your acceptance of this job offer by signing below.

Regards,

VY Executive Director

Confirmation of Employment:

I, _____, hereby agree to the conditions listed above and accept the Volunteer Manager position.

Signature

Date