



THE  
**KEARNEY CENTER**  
*Opening Doors to Opportunity, Housing, Independence*

**Volunteer Application**  
volunteer@cesctlh.org

Today's Date: \_\_\_\_\_

Thank you for your interest in serving at the Kearney Center. We consider applicants for all volunteer positions on the basis of qualifications and without regard to race, ethnicity, religion, gender, sexual identity, sexual orientation, national origin, age, marital status, veteran status, disability, or citizenship status.

**Your Full Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:**(\_\_\_\_\_) \_\_\_\_\_

**Gender (circle one):**      Male                      Female                      Other: \_\_\_\_\_

**What type of volunteer best describes you? (circle one)**

Client Volunteer              Student Volunteer              Community Volunteer              Group/Organization

If you are a student volunteer or intern, please complete the information below:

College/University Affiliation: \_\_\_\_\_

Department/Course of Study: \_\_\_\_\_

Professor Name & Contact Number: \_\_\_\_\_

Total Hours Needed: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Do you have any health concerns we should know about (examples: seizures, epilepsy, allergies)?**  
(circle one) YES NO

If YES, please describe: \_\_\_\_\_

**Is your primary interest serving and preparing meals in the kitchen?(circle one) YES NO**

**Emergency Contact:**

**Name:** \_\_\_\_\_

**Phone number(s):** \_\_\_\_\_

## Volunteer Fact Sheet/Agreement

### Application Process

Thank you for your interest in volunteering at the Kearney Center! The electronic version of our volunteer application can be found on our website under the 'Volunteer' tab ([kearneycenter.org](http://kearneycenter.org)), as well as upon request at our front reception desk and by email at [volunteer@cesctlh.org](mailto:volunteer@cesctlh.org). Once your application is processed, the Volunteer Coordinator will contact you by email or phone. With the exception of kitchen volunteers and large groups, volunteers are required to attend a 30-minute volunteer orientation to take a quick tour of the facility, learn more about what we do, and schedule you to volunteer according to your availability.

### Volunteer Opportunities

There are many different opportunities to volunteer at the Kearney Center. Knowing your availability and interests will help us appropriately accommodate you as a volunteer. Possible volunteer opportunities may include preparing and serving meals in the kitchen, assisting staff at the reception desk, working in the dormitory wings, or working at the Welcome Desk and Services Desk in the lobby. Large groups wanting to volunteer may consider working in the kitchen, doing a neighborhood cleanup, or organizing a donations drive for facility needs. We also have opportunities for volunteers to facilitate groups and classes for clients, if you have special expertise that would support our program goals.

### Volunteer Responsibilities

Volunteer responsibilities are dependent upon days and times when you wish to volunteer, as well as the type of involvement in which you are interested. Opportunities will be based upon staffing and client needs and therefore may be subject to change. The Volunteer Coordinator will be your primary point-of-contact for schedule changes and questions, but all volunteers will be supervised by professional staff and, therefore, additional direction will come from the supervisor on your shift. All volunteers must adhere to the policies and procedures of the Kearney Center and show respect for all Kearney Center clients, visitors, volunteers, staff, and physical property.

### Volunteer Guidelines

All student and community volunteers are expected to dress in an appropriate manner that reflects a professional environment. Tops that are low-cut or expose your midriff, as well as leggings, yoga pants, and shorts, are not acceptable work attire. You must wear closed-toe shoes for safety reasons. You are expected to adhere to all Kearney Center policies and maintain professional boundaries with clients. Volunteers must be present for their scheduled hours, unless shift changes are discussed in advance with the Volunteer Coordinator. Please sign in and out each day in the log book located at the front reception and return your volunteer badge at the end of your shift.

### Volunteer Agreement & Waiver of Liability

With my signature below, I understand the risks of working at The Kearney Center and I release from liability and waive my right to sue CESC, Inc., the Shelter, their employees, officers, volunteers, and agents from any and all claims, including claims of negligence, resulting in any physical injury or harm that may occur while at the Kearney Center. I also understand and agree that if I exhibit behaviors considered by The Kearney Center staff to be dangerous or inappropriate, I will be prohibited from continuing to volunteer at the facility.

### Statement of Confidentiality

With my signature below, I understand and agree that all client information at The Kearney Center is to remain completely confidential in order to maintain the highest respect and dignity for clients. All persons in the state of Florida are mandated to report any abuse, neglect, or exploitation of children and vulnerable adults.

Signature \_\_\_\_\_

Date \_\_\_\_\_