



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: _____

Age: _____ In order to volunteer at the Kearney Center you must be 18 years of age or older. If you are under 18 you must be chaperoned by an adult at all times.

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

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: _____

Emergency Contact:

Name: _____

Phone number(s): _____

Where is your primary interest in volunteering? (circle all that apply)

Central Control (front desk)

Kitchen

Laundry

Clinic

Pm only

Service Desk/Admin

Am only

Dormitory Wing

Pm only

Facilities (maintenance)

Other (please explain)

If other please describe what type of volunteering service you would like to provide?

AVALABLEITY

Please list the times you are available to volunteer

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Am							
PM							

Please answer the following questions (circle yes or no)

Are you able to commit to a weekly shift? YES NO

If no please explain: _____

Are you willing work closely with those experiencing homelessness? YES NO

If no please explain: _____

Are you willing to work in a fast paced environment? YES NO

Confidentiality

It is important that we treat our clients with respect and dignity, part of that is to keep all information of our clients private. You may be handing sensitive information about our residents and it is essential that we maintain confidentiality for their protection and respect. No information is ever to be shared about our clients.

Have you handled confidential information before? YES NO

If no are you comfortable with handling sensitive information and learning about confidentiality? YES NO

Have you ever had any issues with confidentiality policies? YES NO

If yes please explain: _____

Pease read the Volunteer Fact Sheet and Agreement Application Process then sign the page below.

Any application without a signature will not be processed.

Volunteer Fact Sheet/Agreement Application Process

Thank you for your interest in volunteering at the Kearney Center! If you have any questions or concerns regarding your application you can email the volunteer coordinator at volunteer@cesctlh.org. Once your application is processed, the Volunteer Coordinator will contact you by email or phone. With the exception large volunteer 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. However we have a high volume of individuals volunteering their time and we may not be able to accommodate everyone. Knowing your availability and interests will help us find you a role at the center, although you may need to wait until there is an availability open. In this case we will add you to our volunteer waiting list and the volunteer coordinator will contact you as soon as there is an opportunity for you. 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

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 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 volunteers are expected to adhere to all Kearney Center policies and maintain professional boundaries with clients. All volunteers are expected to adhere to the code of conduct and dress in an appropriate manner as mentioned in orientation. Volunteers must be present for their scheduled hours and 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. Any volunteer that does not follow volunteer policy can be sent home or have their volunteer opportunity terminated.

With my signature below I am agreeing to the following:

Volunteer Agreement & Waiver of Liability

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

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.

Volunteer Policy and Agreement

I understand the volunteer application process and that I must follow all Kearney Center rules and guidelines for volunteering that is stated in orientation. Failure to follow these rules and guidelines can result in termination of my volunteer services.

Signature _____

Date _____

