



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

## Volunteer Application

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

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

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

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

Gender (check one):            Male            Female            Other: \_\_\_\_\_

Age: \_\_\_\_\_ You must be 18 years of age or older in order to volunteer at the Kearney Center.  
 If you are under 18, you must be accompanied by an adult at all times.

What type of volunteer are you? (Check one)  
                          Student Volunteer            Community Volunteer            Part of a Group/Organization

**Student Volunteers or Interns:** please include the information below:  
 College/University Affiliation: \_\_\_\_\_  
 Department/Course of Study: \_\_\_\_\_  
 Professor Name & Contact Number: \_\_\_\_\_  
 Total Hours Needed: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### INDIVIDUAL VOLUNTEERS

**Currently, we have eight areas where we are seeking individual volunteers on a regular basis:**  
 (Check all those that you have an interest in, then tell us when you can be available in the chart below.)

- Men's Dormitory Check-In (5-9pm)  
Spots available now.
- Evening Medical Clinic (5:15-8pm)  
No spots available at this time.
- Dental Clinic (8:30-12:30am and 12:30-4:30pm)  
No Spots available at this time.
- Administrative/Clerical (M-F, between 10am and 4pm)  
Spots available now
- Kitchen/Dining Room Service (3 meals per day on weekdays; 2 meals per day on weekends)  
See top of next page for details
- Women's Dormitory Check-In (5-9pm)  
Spots available now.
- Laundry (M-Thu, Sat-Sun 12-4pm, Evenings 5-9pm)  
Spots available now.
- Computer Tutors (M-F, 8:30-11:30 am)  
Tues and Thurs spots available only
- Control Booth (Mon, Wed to Sat, 10am to 2pm)  
NEW OPPORTUNITY!

**Please indicate the hours you are available to volunteer each day.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

## **VOLUNTEER GROUPS:**

Groups can volunteer in a variety of ways. Groups can serve in the Kitchen, conduct a cleanup project of The Kearney Center property, facilitate a class or activity for our clients, or organize a donation drive among your members for canned goods, dried food, toiletries, towels, bedding and select clothing items for our clients.

In every case, please contact the Volunteer Coordinator at [william.clark-gipson@cesctlh.org](mailto:william.clark-gipson@cesctlh.org).

**Many people have not ever met individuals experiencing homelessness face-to-face, or worked with them side-by-side. When you volunteer at The Kearney Center, you will do so.**

Do you have any personal issues or concerns working closely with those experiencing homelessness?

(Check one)    YES    NO

If yes, feel free to explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have any health issues we should be aware of that might prevent you from effectively completing your volunteer duties? (Examples: seizures, epilepsy, allergies, etc.)** (Check one)    YES    NO

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

### **Emergency Contact Information:**

Name(s): \_\_\_\_\_

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

Though the Volunteer Coordinator will be your primary point-of-contact for schedule changes and questions, volunteers will often be supervised by other staff and therefore additional direction will come from the supervisor on your particular shift.

## **What will happen to my Application?**

After completing it, please submit your application to the Volunteer Coordinator, William Clark-Gipson, via email [william.clark-gipson@cesctlh.org](mailto:william.clark-gipson@cesctlh.org). If, before submitting it, you have any questions or concerns, feel free to email him. Once it is reviewed, the Volunteer Coordinator will contact you, and with the exception of large groups you will be notified about the next scheduled 1-hour volunteer orientation, which all individual volunteers are required to attend. This will include a brief tour of the facility and a fuller explanation of all that happens here. Within days you will be sent a copy of our Volunteer Handbook as well a link to SignUp.com where you can see what time volunteer tasks are available on your preferred dates. If your availability changes, this program allows you to delete your name and select other dates.

# Volunteer Fact Sheet

**Our mission is to reduce homelessness by providing a safe environment that promotes dignity and respect for individuals in our community and to make homelessness rare, brief, and non-recurring.**

## Volunteer Responsibilities

### Respect and Confidentiality

Foremost among the responsibilities of all volunteers at The Kearney Center is treating our clients with the utmost respect and dignity. While at The Kearney Center, you might get an intimate glimpse into the lives of some of our clients. One of the most important ways that we show client respect is by not sharing any personal or sensitive information we may learn about them with family members, friends, or anyone outside the walls of The Kearney Center. Our facility is a shelter and, by definition, a place of safety and protection for our clients. Our clients expect that from us, and we in turn expect that from everyone who works or visits here.

### Working Your Scheduled Shifts

Volunteers are expected to be present for their scheduled volunteer shifts and to use the log book located at the central control booth to sign in when they arrive and sign out at the end of their shift. If you know in advance that you cannot volunteer as scheduled, please notify the Volunteer Coordinator within 24 hours of the start of your shift. Any volunteer that does not follow volunteer policy can be sent home or have their volunteer opportunity terminated.

### Dress Code and Appropriate Conduct

All volunteers are expected to adhere to the Code of Conduct and dress code as explained in the Volunteer Handbook. Any volunteer exhibiting behavior considered by The Kearney Center staff to be dangerous or inappropriate will be asked to leave and prohibited from any further volunteering at this facility.

**With my signature, below I agree to the following:**

### Liability Waiver

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.

### Statement of Confidentiality

I understand The Kearney Center confidentiality policy, as explained above, and for the sake of our clients, agree to abide by it. 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 the orientation. Failure to follow these rules and guidelines can result in termination of my volunteer services.

**PLEASE NOTE: All applicants for volunteering are considered without regard to race, ethnicity, religion, gender, sexual identity, sexual orientation, national origin, age, marital status, disability, or citizenship status.**

Signature \_\_\_\_\_

Date \_\_\_\_\_