



# Volunteer Opportunities

## Please check any areas of interest

**Hot Meals & Homework**

Provide tutoring and mentoring to children in our Aftercare and In-Home programs. After tutoring, children are sent home with a hot nutritious meal for their family—donated by a local restaurant. (September - June 4:30-6:30 p.m. at Colley Avenue and 5:30 to 7:00 pm at Cuffee Center in Chesapeake)

**General Tutoring**

Assist school-age children with their homework and help them improve their reading and math skills. (September-June afternoons 4:00-6:00pm at Haven House, Morgan Place and Elizabeth Place and 3:30 – 5:00 at Suffolk House)

**Adult Education Teacher**

We are seeking teachers to offer life skills and/or expressive classes for the adults in our program. Life Skills courses include topics such as stress relief, budgeting, parenting tips, and health & wellness. Expressive classes for adults include but are not limited to: collage making, yoga, beginning knitting, book and poetry writing. (Locations and dates vary; Schedule will be coordinated by Adult Education Program Manager)

**Baby Hugging**

Hold and cuddle babies and toddlers at our shelters while their parents attend life-skills classes, educational classes or counseling sessions. (As-needed basis at all residential locations)

**Children's Services Assistance**

Assist our Children Services staff with age-appropriate children's activities, playtime and snack. (Mondays, Tuesdays and Wednesdays from 6:00-8:00 p.m.; Locations may vary)

**Special Events**

Volunteer to carry out fun activities during community outreach and fundraising events. (Children's Art Auction, Holiday Drives, golf tournaments, 5Ks, etc.)

**Field Trip Chaperone**

Accompany our Children's Service staff during children's field trips while supervising and maintaining our children's safety. (During summer weekends)

**Movie Night Host**

Bring a G-rated film and popcorn and watch a movie with our children. (Friday nights at Haven House or Suffolk House from 6:00-7:30 p.m.)

**Donation Sorting**

Sort and organize donated items in our Colley Avenue donation room. (Monday - Friday 9:00 a.m. - 5:00 p.m.)

**G.E.D. Tutoring**

Assist our adult clients in obtaining their G.E.D. by tutoring them using test preparation material supplied by our office. (Locations and dates vary; Schedule will be coordinated by Adult Education Program Manager).

**Meal Makers**

Prepare meals for families at Haven House and Suffolk House, our emergency shelters. Prepare meals on a quarterly basis for Adult Education courses. All meals may be prepared at your home. (Year Round)

**Drivers**

Drive children to summer camp, pick up donations, drive a client to an appointment, pick up meals for Hot Meals and Homework, or help move large furniture items and appliances. (Volunteers must provide a copy of their DMV record, driver's license and insurance card. Driver related expenses are the responsibility of the volunteer.)(Year Round)

**Phone Operator**

Answer agency and shelter phones while staff is in meetings and/or receptionist is out of the office, greet guests and clients entering the lobby, and perform other needed office tasks. (Year Round - Hours and dates vary)

**Maintenance**

Provide needed maintenance and repairs to our facilities and agency vehicles. Volunteers needed: carpenters, electricians, painters, and plumbers. (Year Round)

**Landscaping**

Volunteers enjoy planting trees and flowers, mowing the lawn, and weeding the garden. Other landscaping duties may include painting the fence, litter pick up, and laying down mulch. (Spring & Summer months only)

**Apartment Readiness**

Volunteers with creative/decorative talents enjoy this project. Groups prepare and clean a vacant apartment for the arrival of a new client, by repairing any holes, painting, shampooing the carpet cleaning the kitchen, and decorating the unit with art, home goods, and household items—collected through supply drives or their own purchase. (Year Round)

**Supply Drive**

Assist our families by organizing a supply drive of much needed items and dropping them off at our administrative office or emergency shelters, Haven House and Suffolk House. See the Volunteer Coordinator for a complete list of items. (Year Round)

**Project Development**

Assist the Development Team in massive data entry and administrative support. Assist with Inputting donor information in database, assisting in mass distribution of newsletters, managing public/community relations projects, assisting in setting up special events, acknowledging donors with making/writing personalized thank you cards, etc. (Year Round, Mon-Fri., 9:00-5:00 p.m., at Administrative Office)

# **Boundaries and Confidentiality**

## **What are boundaries?**

The boundaries we are referring to are between people, are artificial, and define where one person ends and another begins. They also refer to the limitations of roles we play in others' lives. In our agency, specific roles are defined by our volunteer job descriptions, providing a guide to appropriate interaction with our families.

## **Why do we need them?**

Boundaries are important when doing volunteer work in our agency, because they protect families and volunteers from inadvertent intrusion into each other's personal lives. We provide services to families who, at times, may become confused about what our role is in their lives. Therefore, it is up to volunteers to understand their roles and to be clear about them as they work with our families.

## **Ways to recognize boundary violations**

When confused by whether a behavior violates the boundaries between our families and you, you need to ask the following questions:

- Is my behavior consistent with my defined role?
- Am I serving the families' best interest or my own need to "do good?"
- Am I treating all families with equal respect and friendliness?

## **Examples of boundary violations**

- Giving a personal gift to an individual family or family member
- Doing special favors or providing special services for a family
- Bringing a personal item and donating it to an individual family. Donations should always be anonymous when given by volunteers.
- Taking individual children or families on field trips or outings except under approved circumstances
- Giving your personal telephone number to a family member
- Discussing your personal problems with a family member

## **Confidentiality Policy and Procedure for Volunteers**

1. In organizations that have access to private, personal information, it is the moral and legal obligation of all staff to ensure that this material is protected from unauthorized disclosure and held in strict confidence.
2. Communication of confidential information or any discussion about participants between staff within the same agency is permissible only if it is necessary to ensure proper care of the individual or family. This must be done in a secure area and in a professional manner. Casual conversations between any staff members about program participants are totally unacceptable.
3. Many workers have countless opportunities to see and overhear residents and program participants interact with one another and with individuals outside the program, and they are often used as confidants by program participants. How they handle this sensitive information is very important to the individual's progress and reflects the level of professionalism in the agency.
4. Each participant is assigned a case worker and this information is posted at the shelter and available to all workers. Any confidential information about a participant should only be discussed with his or her case worker in a secure area. If the case worker is unavailable, the issues or concerns may be discussed with the program director or the family counselor.
5. It is strongly suggested that giving important advice to participants, even when requested, be avoided. Inadequate or incorrect advice or information can be very harmful to individuals and can cause a breakdown of trust with the entire staff. Directing them to proper sources or to their case workers is a preferred response to participants' requests for advice.
6. Forming friendships with program participants is also discouraged. It can appear as favoritism to others and reduces the professionalism of the agency. Treating all individuals with respect and concern maximizes their chance for success.

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

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_





## **Criminal Background Check** **Explanation and Authorization of Use**

At ForKids, it is our policy to conduct criminal background checks on all volunteers. ForKids will only conduct such background check with the consent of the candidate; however, a candidate's refusal to authorize such check shall automatically disqualify the candidate from consideration for hire.

ForKids evaluates the information obtained about each candidate through the criminal background check without regard to race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, or other protected characteristics.

The program used by ForKids to access your criminal records will provide ForKids with the following three types of information: arrest history, conviction history and driving infractions.

In accordance with EEOC guidelines, ForKids does not rely on arrest records alone to routinely exclude persons from employment. However, conduct which indicates unsuitability for a particular position is a basis for exclusion. With respect to convictions, ForKids will also consider the nature and recency of the crime, as well as its relevance to the position being sought, in determining whether such conviction disqualifies a candidate. However, ForKids retains the right to exclude from employment any candidate with a conviction history.

Once a candidate is employed by ForKids, the agency does not retain the results of the candidate's criminal background check, either in the employee file or in any other location. Neither the record itself nor any information contained in such record is shared with the direct supervisor of the employee, and such information is not shared with anyone else outside the Human Resources department.

Please sign here to acknowledge that you have read and understand this Explanation and Authorization of Use and that you consent to ForKids' access and use of your criminal background information as outlined herein:

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Your Name Clearly

# Authorization Statement for Criminal History Record Check

ForKids, inc.

I, \_\_\_\_\_ (print your name), hereby authorize ForKids, inc. to obtain information pertaining to any charges and/or convictions I may have had for violation of municipal, county, state or federal laws. This information will include, but not be limited to, allegations regarding, and convictions for, crimes committed upon minors. I understand that this information will be gathered from any law enforcement agency of this state or any state or federal government, or from third-party providers of information originally obtained from law enforcement or court records.

I understand that I will be given an opportunity to challenge the accuracy of any information received that appears to implicate me in criminal activities. To facilitate this challenge, I will be told the nature of the information and the agency from which it was obtained. It will be my responsibility to contact that agency. I further understand that until ForKids, inc. receives notification from that agency clearing me, my application will be deferred.

As an applicant for a staff/volunteer position, I hereby attest to the truthfulness of the representations I have made. Except as I have disclosed, I have not been found guilty of, or entered a plea of nolo contendere or guilty to any offense. Further, other than for the offenses I have disclosed, I have not had a finding of delinquency or entered a plea of nolo contendere or guilty to a petition of delinquency under the juvenile laws of this state or any other state.

I understand that I must be truthful and, if any statement I have made is found to be false, I will be denied the position for which I am making application or, if already accepted, terminated from my position.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FULL NAME OF APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

Male      Female  
SEX (CIRCLE ONE)

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

\_\_\_\_\_  
STATE OF ISSUANCE

\_\_\_\_\_  
DATE OF EXPIRATION

California Applicants: If you would like a copy of your background check sent to you, please check the box.

*To be completed by organization:*

Identification verified with government issued picture identification.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPE OF IDENTIFICATION

\_\_\_\_\_  
VERIFIER'S INITIALS