



Families First Community Center  
 501(c)(3) Organization  
 P.O. Box 951, Ellsworth, ME 04605  
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[www.familiesfirstellsworth.org](http://www.familiesfirstellsworth.org)  
 (207) 460 – 3711

**VOLUNTEER APPLICATION**

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

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current / Previous Volunteer Services: \_\_\_\_\_

What brings you to apply for a volunteer position with Families First Community Center (FFCC)?  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you currently employed? Please circle: Yes No

If so, where? \_\_\_\_\_

No one under 18 will be allowed to Volunteer without a completed parental consent form (see below).

How did you hear about FFCC?

- Newspaper                       Phone Book                       Internet / website                       TV / Radio  
 Friend                               Another agency                       Other: please list: \_\_\_\_\_

What kinds of work might you enjoy volunteering at?

<input type="checkbox"/> Letter Writing/Paperwork	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Clerical/Front Desk/Phone Calls	<input type="checkbox"/> Sorting Donations
<input type="checkbox"/> Computer Work: Googling, Website, FB...	<input type="checkbox"/> Special Events/Fundraising	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Mentoring

<input type="checkbox"/> Spreadsheet Work	<input type="checkbox"/> Tutoring/Teaching Classes
<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Donation pick-ups/Deliveries
<input type="checkbox"/> Providing transportation for Residents to appointments, grocery shopping, etc.	

Do you have any particular interests? (For example, reading to children, sharing hobbies & skills, building confidence, advocacy, organizing, telephone calls, letter writing):

\_\_\_\_\_

Do you have computer skills?  Yes or  No Are you familiar with:  Excel  Word  
 Power Point  Access

Are you willing to be involved in special fundraising projects?  Yes  No

Are you fluent in any language other than English?  Yes  No

Can / are you willing to interpret for those not fluent or comfortable in English?  Yes  No

What days are you able to volunteer?

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

When do you prefer to volunteer?  Mornings  Afternoons

And / or Time: \_\_\_\_\_

**REFERENCES:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

***I certify that the information given in this application is true and I give my permission to contact the references listed above. I have read and agree to abide by the Volunteer Information guidelines and fulfill my duties to the best of my abilities, including, when applicable, assisting the residents in following all the rules of FFCC. I will notify FFCC ahead of time, preferably 24 hours in advance, if I am unable to volunteer at the time that I have been scheduled to do so. I agree to sign and abide by the terms the Families First Community Center Confidentiality Statement.***

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

**Interviewing staff person:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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### **BACKGROUND CHECK**

If you are going to work with the children here, or drive, do we have your permission to do a background check?

Full Name (First, MI, Last): \_\_\_\_\_; DOB: \_\_\_\_\_; Date: \_\_\_\_\_

Signed: \_\_\_\_\_; Social Security #: \_\_\_\_\_

### **CONFIDENTIALITY STATEMENT**

As an affiliate of FFCC, in a volunteer or staff capacity, I understand the importance of keeping any and all information in regard to those who use our services, **strictly confidential**.

**Revealing / sharing information can literally endanger lives!**

I agree to never discuss anything I hear or observe about persons who use the services of the Families First Community Center with anyone who is not an official, full staff member of FFCC. I understand that former residents and other occasional volunteer workers at the House (e.g., dinner cooks) are not authorized to be privy to any confidential information and I will not relate anything I observe and/or overhear to them.

### **ETHICAL BEHAVIOR**

It is important that all volunteers are aware of the emotional vulnerability of our residents. Please be as helpful as you can to the residents but also be aware that it is easy to cross the boundaries between appropriate / inappropriate behavior. With this in mind, we ask ALL volunteers to refrain from encouraging / participating in any romantic relationships with any resident! One of the main goals of FFCC is to encourage and help residents to gain independence, self-esteem, permanent housing, and employment. We ask that volunteers honor our commitment and avoid those activities that interfere with that commitment.

Protecting our resident's confidentiality is VERY IMPORTANT. Do not discuss residents with anyone outside the House, or mention the House if you see a resident elsewhere or if you know friends or relatives of the resident.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENTAL CONSENT FORM

I, (please print) \_\_\_\_\_, do hereby give my permission for my son/daughter, (minor's name) \_\_\_\_\_, to volunteer at Families First Community Center. I hold the Families First Community Center blameless for any liability. This Consent Form will be in effect for one year or until I revoke the Consent Form in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### VOLUNTEER ACTIVITIES:

Many people do not realize that we not only serve the Residents who are here at any one time, but also Hancock County as a whole, including with our classes, referrals, and Case Management.

#### OFFICE SUPPORT VOLUNTEERS:

This consists of answering the phone, logging messages, greeting visitors, and doing other clerical tasks. We also really need help seeking out and/or writing grants for the Shelter and helping the Residents navigate their way through the forms needed for obtaining an apartment, etc.

#### FURNITURE WAREHOUSE:

Pick-ups and deliveries need to be made. The warehouse must have open walk-ways to the second floor stair case.

#### TRANSPORTATION:

Individuals with valid driver's license and current insurance may want to assist with **transporting Residents to appointments for medical, dental, housing, classes, grocery shopping, applying for other services, etc.** We **are really in need of this service!** Also, belongings/household goods sometimes need to be moved from one location to another.

#### MAINTENANCE:

If someone is handy, we can always use help with painting and small repairs, including all the repairs and alterations to be done to the house this spring/summer before we open. Car mechanics are needed for vehicle maintenance.

#### CLEANING:

Keeping the downstairs picked up, swept and vacuumed.

### SPECIAL EVENTS/FUNDRAISING:

We fundraise nearly every month, including large, planned events, but we also need people to work craft fairs, etc. We need people to distribute flyers electronically and also to post them in various places in the county according to our list, etc.

### WORKSHOPS:

Any talent or hobby that you have and would be willing to share with the Residents is greatly appreciated. This can be anything from a formal, professional class given (in finding jobs, making resumes, budgeting, etc.) a life-skill (in organization, how to get through a job/volunteer interview, cooking, helping with parenting, etc.) or something fun (a woodworking project, crafts, painting, etc.). It can also be anything to boost confidence and happiness (coming in to give haircuts, taking family pictures, etc.). And don't forget the children (reading, doing a fun project, etc.)!

### COMMUNITY EDUCATION:

**Help us get out the word** about our programs and assistance! You could **distribute posters** to specific locations around your town! You could also distribute brochures, write to other volunteers & organizations about volunteering opportunities and needed donations, etc.!

### RESPIRE WORKERS:

This involves **babysitting** Resident's children for an hour or so while they fill out basic paperwork, go to job interviews, look at potential housing, or take workshops/classes. **We currently are really in need of this as we have many classes scheduled! It could be a night class once in a while or an on-going class (for example, obtaining a GED) during the day!**

### GRANT WRITERS:

Anyone who has experience writing grants could help us greatly!!

### FILLING OUT PAPERWORK:

The Residents really are in need of people to help them fill out needed paperwork. A Volunteer could easily learn this. They especially need help with **housing paperwork!** Volunteers can also help our Residents by working with them to find **apartment listings** in their price range.