

Volunteer Application- NEPA Youth Shelter After School Program



Contact Information

| | |
|---|-----------------|
| Name | |
| Street Address | |
| City ST ZIP Code | |
| Home Phone | |
| Work Phone | |
| Cell Phone | |
| E-Mail Address | |
| What is your preferred method of communication? | |
| Preferred Pronouns | (she/ he/ they) |

Availability

During which hours are you available for volunteer assignments? Hours of Operation are M-F, 2:30pm -7pm (or when last teen leaves before 7pm)

Monday _____ Thursday _____
 Tuesday _____ Friday _____
 Wednesday _____

Interests

Tell us in which areas you are interested in volunteering (not limited to):

- Administration- check in table, supervise rooms
- Events- competitions, game night, movie night, story slam, open mic
- ___ Academic help- tutor
- Fundraising- assist at external events with setup, runner, take down
- Supplies- put away supplies in designated areas, take inventory, put in orders
- ___ Career Planning- book guest speakers, post available jobs, maintain room
- ___ Kitchen help- set out snack in the afternoon, put out dinner, clean up kitchen after both
- ___ Nap Room monitor- keep watch if clients are sleeping rooms safely
- ___ Laundry Monitor- show clients how to do laundry and help keep laundry moving so everyone has a turn
- ___ Housekeeping- dust, vacuum, take out garbage every two days
- ___ Teach a class or skill (how often? _____)

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

| | |
|------------------------------|--|
| Name | |
| Street Address | |
| City ST ZIP Code | |
| Home Phone | |
| Work Phone | |
| Cell Phone | |
| E-Mail Address | |
| Preferred Method of Contact? | |

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. In return for being allowed to volunteer, I agree to indemnify and hold harmless the NEPA Youth Shelter for all claims arising out of my volunteer activity and I agree to not to sue the NEPA Youth Shelter or any of its officers, directors, employees, or affiliates from all present and future claims for property damage or personal injury, however such may occur, arising out of my volunteer activity.

| | |
|----------------|--|
| Name (printed) | |
| Signature | |
| Date | |

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, gender identity or expression, age, or disability. Every volunteer must attend an orientation prior to volunteering.

Clearances

In order to work or volunteer with children, you are required to obtain clearances which include the following:

- Pennsylvania Child Abuse History Clearance;
- Pennsylvania State Police Criminal Record Check; and
- Federal Bureau of Investigation Criminal Background Check (fingerprinting) (we do not pay the fee)

Information regarding the Pennsylvania Child Abuse History Clearance is contained below, as well as a link to additional information regarding the Pennsylvania State Police Criminal Record Check and the Federal Bureau of Investigation Criminal Background Check. There is a fee associated with obtaining the FBI clearances. You are responsible for paying your fee.

Submitting an application online allows individual applicants to receive their results through an automated system that will notify the applicant once their results have been processed. Applicants will be able to view and print their results online.

For more information about the electronic submission of child abuse clearances or for information on obtaining the Pennsylvania State Police Criminal Record Check, please go to <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm> and follow the links.

FBI fingerprint check: <http://keepkidssafe.pa.gov/>. The service code is required, please use 1KG6ZJ (case sensitive).

Internship Opportunity

If you are a student at a local university or college, this nonprofit may be able to provide an internship opportunity for you. Please contact us to discuss your academic requirements for the internship. nepayouthshelter@gmail.com

You are also required to attend an orientation before you can begin volunteering. Arrangements will be made when you turn in your application.

Thank you for completing this application form and for your interest in volunteering with us.

NEPA Youth Shelter 570.909.9671 nepayouthshelter@gmail.com 541 Wyoming Ave, Scranton PA 18509