

For Office Use Only:

- Interview Date: _____
- DL Copy _____ SS Copy _____
- CBI Completed: _____
- Placement: _____



Individual Volunteer Information and Release Form

DATE: _____

Please print clearly. All information is required.

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home/Cell #: _____ Work #: _____

Email Address: _____

Employer: _____ Job Title: _____

Person(s) to contact in case of emergency:

Name: _____ Relationship: _____ Contact #: _____

Name: _____ Relationship: _____ Contact #: _____

Please note any medical information that would be helpful to the doctor/hospital should you need emergency attention:

PERSONAL RESPONSE QUESTIONS

Please share what Christ means to you or how you come to have a personal relationship with Jesus Christ: _____

How did you hear about us? _____

Why would you like to volunteer at Family Life Services? _____

Tell us about your skills, talents, interests and abilities: _____

List any previous volunteer/mentoring experience: _____



VOLUNTEER JOB DESCRIPTIONS (Check all positions in which you are interested.)

____ **Bible Study Mentor** – Works under the supervision of the Program Director and Counseling Staff. The Bible Study Mentor will be paired directly with one of our resident moms to help her deepen her relationship with Christ and empower her in the process of healing through meaningful study of Scripture and the practical application of Biblical principles. The Bible Study Mentor will prepare weekly Bible study lessons and commit to one year of volunteering to provide consistency and security for the mentoree. An interview process must be completed with the Program Director to be considered for this position. **Requirements:** *Strong relationship with Christ; spiritually mature to teach and model Biblical principles and behaviors, as well as to share Spiritual insights; has a love of God’s Word and a desire to share the truth of Scripture; understands the stresses and challenges faced by single mothers; intuitive in relationships and able to recognize “games” or manipulation that may occur during interactions with the mentoree; experience working one-on-one in a mentorship capacity highly preferred.* **Hours:** Weekly; hours to be determined.

____ **Child and Youth Volunteer** – Works under the supervision of the Child and Youth Coordinator on Thursday evenings to implement and oversee age-appropriate activities and learning experiences for our resident children and youth. Participates in special events and outings planned by the Child and Youth Coordinator or Program Director. An interview process must be completed with the Child and Youth Coordinator and/or the Program Director to be considered for this position. **Requirements:** *Strong relationship with Christ; desire and ability to mentor and establish meaningful relationships with children and young adults; ability to commit to volunteer weekly; past experience working with children highly preferred.* **Hours:** Thursdays, 6pm-8:30pm.

____ **Handyman/Maintenance Volunteer** – Works under the supervision of the Volunteer and Facilities Coordinator to perform repairs and general maintenance as needed across the Family Life Services campus. **Requirements:** *Heart to serve the Lord through the work of his/her hands; possesses the necessary skills to assist in any of the following areas: home improvement, general repairs, landscaping, electrical work, plumbing, heating, or construction; ability to work independently with little supervision.* **Hours:** Flexible.

____ **Housekeeping Mentor** – Works under the supervision of the Program Director and Counseling Staff. The Housekeeping Mentor will be paired directly with one of our residents to help her develop essential housekeeping and organizational skills. An interview process must be completed with our Program Staff to be considered for this position. **Requirements:** *Strong relationship with Christ; strong organizational and housekeeping skills; ability to teach without intimidating; heart for ministry; ability to work in highly sensitive and confidential circumstances; experience working one-on-one in a mentorship capacity highly preferred.* **Hours:** Weekly or Biweekly; hours to be determined.

____ **Housekeeping Volunteer** – Works under the supervision of the Volunteer and Facilities Coordinator to provide general housekeeping services to the administrative office building of Family Life Services, including: trash removal; cleaning of all common areas, offices and bathrooms; sweeping; vacuuming; dusting. **Requirements:** *Heart to serve the Lord through the work of her hands; possesses the general skills necessary to perform basic housework.* **Hours:** Weekly preferred; hours to be determined.



VOLUNTEER JOB DESCRIPTIONS

___ **Women of Courage Lead Teacher (Middle School Girls)** – Works under the supervision of the Women of Courage Program Director. The Lead Teacher will be responsible for preparing curriculum and overseeing classroom activities for the Middle School Girls’ class at the Women of Courage Monthly Meetings. Lead Teachers interact on a personal level with the students with the goal of mentoring and influencing their lives in a positive and Godly way. Curriculum should be geared toward developing life skills and practical wisdom for young teenage girls. An interview process must be completed with the Women of Courage Program Director to be considered for this position. **Requirements:** *Strong relationship with Christ; desire and ability to mentor and establish meaningful relationships with children and young adults; ability to commit to volunteer monthly for at least one year; past experience working with children highly preferred. Must be able to attend occasional Teachers’ Meetings as scheduled by the Program Director.*

Hours: 2nd Saturday of the Month; 8:30am-12pm

___ **Women of Courage Assistant Teacher (See age groups below)**– Works under the supervision of the Women of Courage Program Director and the Lead Teach. The Assistant Teacher will be responsible for supporting the Lead Teacher in presenting the lesson to the class, interacting with students and establishing positive and Godly relationships with them. Assistant Teachers interact on a personal level with the students with the goal of mentoring and influencing their lives in a positive and impactful way. An interview process must be completed with the Women of Courage Program Director to be considered for this position.

Requirements: *Strong relationship with Christ; desire and ability to mentor and establish meaningful relationships with children and young adults; ability to commit to volunteer monthly for at least one year; past experience working with children highly preferred. Teachers’ Meetings as scheduled by the Program Director.*

Age Groups: ___ Kindergarten-2nd Grade ___ 3rd-5th Grade Boys ___ 3rd-5th Grade Girls
___ Middle/High School Boys (male assistant teacher needed) ___ Floater

Hours: 2nd Saturday of the Month; 8:30am-12pm

REFERENCES:

Please provide three (3) references who have known you at least one year and can give an objective appraisal of your qualifications for working with children, youth and families.

Name: _____ Relationship: _____ Known how long? _____

Phone: _____ Email: _____

Name: _____ Relationship: _____ Known how long? _____

Phone: _____ Email: _____

Name: _____ Relationship: _____ Known how long? _____

Phone: _____ Email: _____

Name of Your Local Church/Fellowship: _____

Name of Pastor/Leader: _____ How long have you attended? _____

BACKGROUND CHECK INFORMATION *(This information will be kept confidential.)*

Policy

Out of concern for the well-being and safety of the families we serve, Family Life Services performs criminal background checks on adult volunteers. Family Life Services deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit any person from serving as a volunteer, including one who has been arrested for, convicted of, been on probation for, or received deferred adjudication for any criminal conduct.

The right to disqualify applies to any criminal conduct, regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicant's record as the result of appropriate legal proceedings.

Permission

I hereby give permission for Family Life Services to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with this organization. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Family Life Services, and each of their officers, directors, employees, and agents harmless from and against any and all causes of action, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Signature: _____ Date: _____

Full Legal Name: (Last) _____ (First) _____ (Middle) _____

Any previously used names: _____

Date of Birth: _____ SSN: _____

Have you even been arrested, charged or convicted of a felony or misdemeanor? Yes No

If yes, please explain: _____

Have you ever been involved in or convicted of child molestation, child abuse, assault, or sex offenses of any nature?
 Yes No

If yes, please explain nature of accusation, charge or conviction: _____

Driving Record (last 3 years)

Date: _____ City/State: _____ Violation: _____ Deposition: _____

Date: _____ City/State: _____ Violation: _____ Deposition: _____

How long have you lived in the state of Colorado? _____

RELEASE AND WAIVER OF LIABILITY

In consideration of the participation of helping Family Life Services (FLS), the undersigned (volunteer). Hereby agrees to donate and offer his/her personal services and labor, free of charge to Family Life Services. Volunteer understand and agrees that they are not an employee of FLS and are not entitled to any wages and/or benefits associated with their services.

Volunteer acknowledges and understands that the activities include work that may be hazardous to the Volunteer, including but not limited to, construction, loading and unloading, and transportation to and from any work sites.

Volunteer further agrees, on behalf of himself/herself and on behalf of his/her heirs, assigns, trustees, receivers, administrators, executors and agents to release and forever discharge FLS, their directors, officers, employees, agents, volunteer, invitees, sponsors, cash donors, in-kind donors, and all other persons or entities whomsoever (FLS), of and from any and all actions, claims, and demands, known or unknown, which Volunteer has or may have in the future arising out of volunteering for FLS. Additionally, Volunteer specifically releases any subrogation rights that might arise.

Volunteer understand that this Release discharges FLS for any liability or claim that the Volunteer may have against FLS with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's activities with FLS whether cause by the negligence of FLS or its officers, directors, employees, or agents or otherwise. Volunteer understands that FLS does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Volunteer does hereby release and forever discharges and holds harmless FLS ad its successors and assigns from any liability or claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with FLS.

Volunteer does hereby grant and convey unto FLS all right, title and interest in any and all photographic images and video or audio recordings made by FLS during the Volunteer's work for FLS, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

The undersigned acknowledges that he/she has read this Release and understand thtat his Release may be pled as a complete bar and defense to any action or other proceedings instituted or filed by Volunteer on account of any matter contained herein.

Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of Colorado and that this Release shall be governed by and interpreted in accordance with the laws of Colorado. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Volunteer Responsibility

If for any reason I believe that my working as a volunteer for FLS might endanger myself or others, of I have knowledge of or suspect any dishonest, deceptive, illegal or unethical activities, I must report this to the Executive Director immediately at this site, and the FLS employee overseeing the volunteer activity. This might include, among other things, improper use of agency property, communicable diseases, physical impairments, and medication (prescription and/or otherwise that might impair my judgment). I am volunteering for FLS at my own risk. If I encounter an injured person, I should not attempt to provide medical attention to the person, unless I am a licensed medical professional. I must notify the person's listed below immediately.

Operations Director: Katie Stedman_____ Date: _____

Signature of Volunteer: _____ Date: _____

In the event that that the above volunteer is less than eighteen (18) years old, this Release must be executed by said minor's parent or legal guardian.

Signature of Guardian/Parent: _____ Date: _____