

LIGHTHOUSE MISSION MINISTRIES

Serving Men, Women and Children since 1921

(360) 733-5120

VOLUNTEER APPLICATION

Date _____

Full Name _____

Preferred Name _____

Date of Birth (MM/DD/YY) _____

Phone (H) _____ (W) _____

Address _____
(Street) (Apt. #)

(City)

(State)

(Zip)

Educational Background

Emergency contact (Name & Phone Number)

Faith Affiliation

Other Volunteer Positions

Days Available: S M T W TH F S Hours Available: _____

Foreign Languages Spoken _____

Skills, Hobbies, Interests _____

S E R V I C E O P P O R T U N I T I E S

(Please circle areas of interest)

Regular Volunteer - Regular Volunteers minister either daily, weekly, biweekly or monthly. The areas in which they serve are varied and rewarding. These ministry opportunities include: Chapel Service Leaders - Clothing Room - Evangelism - Food Pantry - G.E.D. Tutoring - Housekeeping - Children's Activities - Bible Study - Maintenance - Mail Room (stamping & stuffing) - Reception - Teaching (Parenting, Budgeting, Anger Control, Health/Hygiene)

Special Events Volunteer - Special events volunteers provide periodic service with much needed, temporary help. The annual "Love Thy Neighbor Picnic", a meal for the needy in June. The annual "Stewardship Banquet", our fund raiser. - Holiday food baskets in November and December (assembly and distribution) - Christmas Gift-Give-Away in December, (organization, preparation and distribution) - Wrapping gifts at Christmas time.

At Home Volunteer - At home status allows flexibility for people at home, shut-n senior citizens, or people unable to report for on-site service. It is convenient for scheduling and site of service. These opportunities include: Birthday Cake baking - Cookie Baking - Sew & Repairs.

On Call Volunteer - We value our on call volunteers because of their flexibility and readiness to serve when need arises. Volunteers are contacted for specific needs or emergency projects, such as: carpentry - electrical - landscaping - mechanics painting - plumbing - special Mailings - child care.

LIGHTHOUSE MISSION MINISTRIES VOLUNTEER APPLICATION

How did you find out about Lighthouse Mission Ministries and our volunteer program?

Why do you wish to volunteer with the Lighthouse Mission Ministries?

Please share some personal information about yourself.

VOLUNTEER PLACEMENT *(Office use only)*

Placement Site _____ Date _____

Supervisor _____ Start Date _____

Referral Sheet Sent _____ Start Time _____

Schedule: Day(s): _____ Time: _____

Job Description:

Community Service Volunteer Y N Hours to complete? _____
By when? _____

Citizenship Issues Volunteer Y N

ADDITIONAL COMMENTS:

<p style="text-align: center;">For Office Use Only</p> <p>_____ Application Completed</p> <p>_____ Interview Completed</p> <p>_____ Conduct Signed</p> <p>_____ Confidentiality Signed</p> <p>_____ Supervisor Notified, written</p>

Volunteer Guidelines

General Information

1. All volunteers will work under the supervision of a paid staff member. The staff supervisor will orient you to the facility, be available to provide assistance/training as needed, and answer any questions you may have. Your supervisor will be:

Name

Title

Phone #

2. Please record your hours on the Volunteer Sign in sheet provided at your volunteer site. If you do not see one, please ask. Please fill out the sheet completely and have staff member initial for Community Service hours. For each day worked, please record your *time in and out*, hours and duties completed. These hours are used for our statistical analysis and are important to our fund-raising efforts.
3. Please call your supervisor if you are unable to fulfill your scheduled time. We can sometimes make arrangements for a temporary replacement, so give as much notice as possible. For long-term schedule changes, please call the Volunteer Coordinator.
4. While you are on duty, coffee and snacks are available. If your shift extends over a meal time, you are most welcome to join the staff for a complimentary Mission Meal!"

Phone Calls

Please limit use of the telephone to work-related calls only. It is important to keep our lines open for work of the Mission.

Emergency Situations

1. Immediately notify the staff supervisor in the case of any emergency situation involving the shelter guests, program members or volunteers.
2. In the case of any injury/accident involving body fluids (blood, urine, vomit), the Mission uses the Universal Precautions Procedure. Please ***IMMEDIATELY*** contact the paid staff supervisor to handle any medical situation that involves body fluids.

Conduct

1. We ask that your behavior be appropriate and that your service be given in an attitude of love. We expect you to show respect for all staff, guests, volunteers and Mission facility/property at all times. No obscene or foul language, gestures or actions will be tolerated.
2. Being under the influence, use or possession of drugs and/or alcohol will not be tolerated.

Dress Code

1. We ask that no clothing with obscene, suggestive or violent content be worn.
2. At no time are shorts allowed in the kitchen.
3. At no time are open-toed shoes permitted.

Staff and Volunteer Conduct in Relation to Clients/Guests

Serving at the Rescue Mission is a trust relationship and acceptance of a staff or volunteer position gives rise to the acceptance of the following responsibilities toward all clients/guests.

The Rescue Mission has a responsibility to its clients/guests to insure that staff or volunteers of the Mission do not even appear to take unfair advantage of them.

Staff and volunteers of the Mission are not to:

1. Enter into any personal contractual arrangement with a client or agree to enter into such arrangements with a client which would take effect after the client is no longer involved in PCM's programs.
2. Loan and/or borrow money or property to or from clients/guests.
3. Take and maintain personal possession of a client's property.
4. Provide a personal service beyond the parameters of one's job description or beyond that, which is professionally indicated. (i.e., receive clients mail at home, take home client's clothing for laundering or sewing, etc.)
5. Invite clients to live with them after leaving the Mission except as part of approved treatment plan.
6. Involve themselves in the affairs of the client's family except as part of the approved treatment plan.
7. Develop a relationship with a client beyond what is consistent with their defined rules as a staff and volunteer. Personal friendships that were not pre-existing are to be avoided.
8. Buy merchandise or services from a client or sell to a client.
9. Seek, commence, enter into or continue in an emotional relationship with a client.
10. Transport clients in personal vehicle.
11. Visit in their homes without prior supervisor approval.

If a staff or volunteer is being requested by a client to become involved with them in a manner contrary to this policy or in any way that appears to present a conflict of interest, they should immediately report this to a supervisory staff member.

I have read, I understand and agree to abide by the above listed guidelines for volunteer conduct.

Volunteer Signature

Date

LIGHTHOUSE MISSION MINISTRIES

110 "Q" Street

P.O. Box 80636

Lincoln, NE. 68501-0636

CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my duties as a volunteer of **LIGHTHOUSE MISSION MINISTRIES**, I must hold some information regarding clients/guests and their situations in confidence.

Conversations about clients/guests with hearing distance of outsiders, carelessness with records, or divulging information to relatives, employers, police, etc., without specific consent, may be a violation of the trust to which the client/guest is entitled.

Immediately report any concerns or suspected problems regarding our clientele to the nearest supervisor.

I am familiar with and will adhere to the *Confidentially Statement* and the *Release of Information Policy*.

Volunteer Signature

Date

Witness

Date