



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

Volunteer Application

Name: _____

Date: _____

Address: _____

Phone #: _____

List all experience you have had working with youth: _____

Explain why you want to volunteer at the Community Center: _____

Which age group do you prefer to work with?

5-8 years old

9-12 years old

13 and up

What days and times after (2:00 p.m.) are you available to do volunteer work? _____

Are there any additional skills that you have that you would like the staff at the Community Center to know about? _____



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Volunteer Policies

Confidential Information – Nondisclosure

As a volunteer of the Seymour Osman Community Center you may learn confidential client information. During and after involvement with the agency, confidential client information may not be shared with non-employees of the agency and may only be shared with agency employees on a need-to-know basis.

If you violate this policy, disciplinary action will be taken, which may include immediate discharge.

Sexual Harassment/Anti-discrimination Policy

New Hampshire Commission for Human Rights and the U.S. Equal Employment Opportunity Commission has adopted rules that sexual harassment is unlawful sex discrimination. According to these rules, sexual harassment by the employer, its agents, supervisory employees, or fellow employees of the “victim” employee is unlawful. This includes all sites used by employer.

No one can be turned down for placement opportunities based on race, gender, or religion. However, if the placement is not a good match for agency or volunteer other arrangements will be explored. The children and their safety will be the first consideration in all placements.

Computer/Phone Policy

The computer and phones located at this agency are for agency-related work only. Personal use can result in loss of privilege and/or dismissal.

Absenteeism

If you know you will not be able to fulfill your commitment, it is imperative you call to let your supervisor know of delay or absence. Frequent absence or failure to inform agency of absence may result in termination.

Smoking Policy

The Seymour Osman Community Center, in accordance with the applicable provisions of state law, prohibits smoking in all areas of agency property, except for those designated as “smoking permitted.” Failure to abide by this policy could result in disciplinary action.



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Conduct and Appearance

Dress and Appearance

1. Staff/volunteers may not wear shirts that expose the belly.
2. Staff/volunteers may not wear see-through shirts. Undergarments must not be visible.
3. Attire must be appropriate for the tasks one is performing. For example, if one is planning to lead gym games, he/she would wear sneakers and loose, comfortable clothes. Because working with children (in any capacity) requires some physical activity, staff/volunteers may not wear short skirts that limit movement.
4. If staff/volunteers do not adhere to the regulations stated above, supervising staff will require the offending party to change attire. Extra clothing is on hand for such purposes. Please note that the same rules apply to the children who attend SOCC/21st CCLC programming.
5. Staff/volunteers must maintain a professional appearance. This includes grooming as well as dress. Modeling proper grooming is an essential part of working with youth.

Drug and Alcohol Policy

The use of drugs and or alcohol before or during business hours is strictly prohibited and is grounds for immediate dismissal. If you believe you need help with a drug or alcohol problem we will help you explore your options for help.



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Agency and Volunteer Agreement

The intent of this agreement is to assure you of our deep appreciation of your services and to indicate our commitment to making your volunteer experience a productive and rewarding one.

AGENCY

We, _____ (agency), agree to accept the services of _____ (volunteer) beginning _____

We commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to fulfill the responsibilities of the volunteer position.
2. To ensure supervisory assistance and performance feedback to the volunteer.
3. To respect the skills, dignity, and individual needs of the volunteer, and to accommodate those needs as much as possible.
4. To be receptive to any comments from the volunteer regarding ways to improve our services.
5. To treat the volunteer as a team member, jointly responsible to carry out the agency's goals.

VOLUNTEER

I, _____, agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my abilities.
2. To follow agency rules and procedures, including record-keeping requirements and confidentiality of agency and client information.
3. To be punctual and consistent in reporting to my volunteer site, or provide ample notice so other arrangements can be made.
4. To remember that I am a team member responsible for fulfilling the agency's goals.

AGREED TO:

Volunteer: _____ Date: _____

Agency Representative: _____ Date: _____



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Letter of Understanding

I, _____, have received and signed all copies of policy and procedures from the Seymour Osman Community Center and Dover Housing Authority. As a volunteer I understand the importance of following these policies as they relate to client and agency. I have also taken part in an orientation where these policies were explained and I was given an opportunity to ask questions.

Signature: _____ Date: _____

Witnessed: _____ Date: _____