



## **Volunteers**

### **Volunteer Information**

#### **What are the qualifications required to become a volunteer?**

- Age 16 or over
- Committed to “making a difference”
- In good physical, mental, and emotional health
- Can commit to at least one 3 hour shift every other week for a minimum of 6 months
- Able to work as a team player
- Demonstrably enthusiastic, reliable, and responsible
- Commit to maintaining confidentiality

#### **How do I become a volunteer?**

- Complete an application form
- Provide references (on request)
- Attend an interview
- Attend an orientation and training session
- Identify your special skills and interests
- Sign a volunteer agreement

#### **What can I expect as a volunteer?**

- Training
- Respect
- Meaningful work as part of a caring team
- Opportunity to share your expertise and life experience
- Meet new people
- Learn new skills
- Gain work skills
- Being assigned to a position that reflects your interests
- Supervision

- Evaluation
- Personal satisfaction
- Recognition

### **What is expected from me as a volunteer?**

- **Confidentiality**
- **Honesty**
- **Respect**

### Opportunities and “job descriptions”

- **Clerical support** – minimum 3 month, 2-4 hours per week commitment – includes photocopying, filing, stuffing envelopes, computer work, general office tasks
- **Data Manager** – minimum 6 month, 2-4 hours per week commitment – maintaining spread sheets and donations information
- **In-house volunteer** – minimum 6 month, 2 hours per week commitment - assist with general housekeeping, tidying, laundry, yard work (lawn mowing, raking, gardening), shopping
- **Volunteer driver** – minimum 3 month commitment – drive patients and family to and from medical appointments, shopping, and other outings when time allows
- **Fundraising / special events** – minimum commitment of 2 major fundraisers or special events (variable time commitment)



## Volunteer Application Form

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Are You 16 or older? Yes \_\_\_ No \_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Why do you wish to volunteer with A Port In the Storm Inc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Areas of interest (check all that apply): fundraising \_\_\_\_\_ newsletter \_\_\_\_\_

awareness / public relations \_\_\_\_\_ committee work \_\_\_\_\_ office work \_\_\_\_\_

house cleaning/yard maintenance \_\_\_\_\_ driver/delivery \_\_\_\_\_ other \_\_\_\_\_

Time commitment (check one): 2 hours per week \_\_\_\_\_ 4 hours per week \_\_\_\_\_

other (indicate time) \_\_\_\_\_ 2 hours per month \_\_\_\_\_ 4 hours per month \_\_\_\_\_

other (indicate time) \_\_\_\_\_ 20 hours in one month for a fundraising/special event \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Thank you for your interest. You will be contacted for an interview. You may be asked to provide references.

(All the information in this application is strictly confidential and will not be shared with anyone outside the organization except on your request.)