

**VOLUNTEER APPLICATION**

**ROCK SPRINGS YOUNG AT HEART CENTER**

**2400 Reagan Avenue**

**Rock Springs, Wyoming 82901**

**Telephone Number (307) 352-6737**

DATE: \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

**VOLUNTEERS PREFERENCES**

- |   |  |
|---|--|
| <input type="checkbox"/> Activity Committee               | <input type="checkbox"/> Hostess in dining room                      |
| <input type="checkbox"/> Home Delivered Meals             | <input type="checkbox"/> Office/Clerical/Filing                      |
| <input type="checkbox"/> Receptionist/phones              | <input type="checkbox"/> Dining Room Aide                            |
| <input type="checkbox"/> Ticket Taker                     | <input type="checkbox"/> Teaching a Class                            |
| <input type="checkbox"/> Fundraising Committee            | <input type="checkbox"/> Mailing Committee                           |
| <input type="checkbox"/> Murder Mystery Committee         | <input type="checkbox"/> Computer/Excell Worksheets                  |
| <input type="checkbox"/> Phone calls to ask for donations | <input type="checkbox"/> Phone calls from list to notify of an event |

ANY LIMITATIONS: (No heavy lifting, limited walking, limited hearing or vision, allergies, other health restrictions) If yes, list \_\_\_\_\_

DO YOU HAVE YOUR OWN VEHICLE? YES \_\_\_\_\_ NO \_\_\_\_\_

**TIME COMMITMENT AND AVAILABILITY**

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Time Preference: \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon

List days or time that will not work at all \_\_\_\_\_

**PERSON TO NOTIFY IN CASE OF AN EMERGENCY:**

Name: \_\_\_\_\_ Address \_\_\_\_\_ City/State \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

I understand that my assignment through Young At Heart Senior Center will be volunteer and there will be no wages.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Reviewed: December 8, 2011 (Microsoft Word Volunteer Application)  
Revised: April 23, 2013

ROCK SPRINGS YOUNG AT HEART CENTER  
2400 Reagan Avenue  
Rock Springs, Wyoming 82901  
Telephone Number (307) 352-6737

AGENCY & VOLUNTEER AGREEMENT/CONFIDENTIALITY POLICY

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you both of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

I) - AGENCY

We, the Young At Heart Senior Center, agree to accept the services of \_\_\_\_\_ (volunteer) beginning on \_\_\_\_\_ (date), and we commit to the following:

- 1) - To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
- 2) - To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
- 3) - To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
- 4) - To be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
- 5) - To treat the volunteer as an equal partner with agency staff, jointly responsible for completion of the agency mission.

II) - VOLUNTEER

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

- 1) - To perform my volunteer duties to the best of my ability, without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff are expected to do.
- 2) - I promise to take to my work an attitude of open mindedness, to be willing to be trained for it; to bring interest and attention to it.
- 3) - To work with and respect the opinions of my peers, the people I volunteer with, the staff and seniors who are served, and to leave my personal prejudices out of any discussions.
- 4) - To adhere to agency rules and procedures, including record-keeping requirements and confidentiality of agency and client information.
- 5) - To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

III) - CONFIDENTIALITY POLICY

- 1) - All staff and volunteer staff of the Young at Heart Senior Center shall maintain confidentially in the handling and use of participants information and records.
- 2) - Any information relating to an individual's personal life or their attending programs or activities at the Young At Heart Senior Center should not be discussed anytime outside of the Young At Heart Senior Center without written consent of the individual.
- 3) - All participants in activities and programs at the Young At Heart Senior center shall have a right to expect that any information supplied to staff will remain confidential. Any infraction of this policy will result in appropriate disciplinary action.

IV) - AGREED TO:

\_\_\_\_\_  
Volunteer  
Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Representative  
Date: \_\_\_\_\_

This agreement may be cancelled at any time at the discretion of either of the parties

Reviewed: December 8, 2011  
Reviewed: March 26, 2013

(Microsoft Word Volunteer Application)