

Volunteer Application and Information



Welcome!

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“Consciously or unconsciously, every one of us does render some service or another. If we cultivate the habit of doing this service deliberately, our desire for service will steadily grow stronger, and it will make not only for our own happiness, but that of the world at large.”

-Mahatma Gandhi

Wind Mission and History

Thank you for considering becoming part of Wind Youth Services! We hope that you will find the following information not only helpful, but inspiring. If you have any questions, please contact Amy Ifurung at 916/443-8333 or Missy Kinder at 916/561-2424.

Mission Statement

Wind Youth Services engages youth experiencing homelessness who need safety from the streets and access to resources to help them move from crisis toward healthy functioning and independence.

History

Wind has been serving homeless youth at its day center and through street outreach since 1994. The Center was opened as a response to a survey that determined there were 1400 – 1500 homeless youth living on the streets of Sacramento at any given time. Initially, it was a safe place and a respite from the streets; a meal, shower and a caring adult.

Today, the Center sees between 500-600 youth per year. Wind's services have expanded to include substance abuse counseling, educational services, parenting classes, advocacy, mental health counseling, job preparation, medical referral, intervention activities such as art therapy, recreational activities and other supportive programs and shelter, as well as school program through the Twin Rivers Unified School District.

Volunteer Requirements

All prospective volunteers must complete the following for Wind before being accepted:

- Volunteer application
- Interview with appropriate Wind staff
- Minimum of three (3) personal references
- Copy of valid California driver license, DMV printout and proof of auto insurance
- Submit livescan fingerprinting (information will be provided during interview)
- T. B. test
- Signed Volunteer Agreement
- Child Abuse Reporting Agreement
- Confidentiality Agreement

Roles and Responsibilities

To ensure that your experience here is mutually beneficial, we have developed the following **Do's** and **Don'ts**.

Do:

- Dress simply and informally (without expensive watches or jewelry)
- Keep your purse, cameras, or other valuable items locked in your car trunk. The Center or Shelter cannot be responsible for lost items

Don't:

- Give out your phone number or address to any of the kids
- Make arrangements to meet any kids away from the Center unless it is for an approved Center activity
- Share personal information with the kids. Be honest with them regarding the fact that you will share information they give you with the staff. Don't get into the "don't tell anyone" trap.

Confidentiality is a primary concern of the youth we serve and must be respected. The nature of communication between staff and volunteers, as well as youth and volunteers must be clearly defined. Strict adherence to confidentiality is necessary to build trust with youth as well as to maintain the level of ethics Wind demands.

Drug Free Workplace. The Drug Free Workplace Act of 1988 requires that we take specific steps to provide a drug-free place of employment. In compliance with this act, Wind has a zero-tolerance policy towards drugs in the workplace. As a condition of volunteering, volunteers must abide by this policy (see next page).

Smoke Free Workplace. Wind emphasizes good health and supports the rights of all employees to work in an environment free from recognized hazards. Smoking is not acceptable on Wind premises, except in outdoor designated smoking areas.

Best Practices/Policies

Child Abuse Reporting

All Wind staff and volunteers are mandated child abuse reporters. If a youth alleges abuse by an adult, the volunteer learning the information must ensure that a staff person is notified and a Child Protective Services (CPS) report is filed within 48 hours of hearing information. Given the nature of the youth we serve, if the youth is leading to a disclosure of abuse, it is wise to stop them and notify them of your legal obligation. If they choose not to disclose, you may continue the conversation in general terms so you don't violate your legal duty to report.

Conduct with Youth

Due to the high risk of allegations by youth of adult sexual improprieties, all volunteers are required to observe the following precautionary guidelines:

- Physical contact with youth, such as a pat on the shoulder or an appropriate hug should be confined to public areas where other people are present.
- If meeting privately with a youth, hold the meeting in a semi-public place. The door should always be open, and the youth should be closest to the door or other exit. Never meet with a youth in a closed office!
- When transporting youth, have at least one other adult or two other youths present.

Personal Disclosure

Disclosure of personal information to youth, such as your marital status or sexual orientation is an issue of personal choice. Volunteers should never disclose information about other volunteers, staff or youths.

Appropriate responses to questions about staff members may be any of the following:

- Refer the youth directly to volunteer or staff in question.
- Explore why the youth needs to know that information.
- Clarify that a volunteer or staff person's life is off limits (i.e., not a useful area of concern) for the youth.

Best Practices/Policies (continued)

While disclosure of personal information is at the discretion of each individual volunteer, it is **never** appropriate to discuss the details of one's sexual practices, preferences or any illegal or questionable areas of one's personal life, such as current recreational drug use or circumvention of the law. Under no circumstances should you provide youths with home phone numbers, cell phones or addresses.

Financial Assistance

Volunteers are prohibited from giving or lending money, personal belongings or cigarettes to youth.

VOLUNTEER AGREEMENT

I recognize that I will not be covered by any form of Workers' Compensation. _____(Please initial)

I have read the Responsibilities, Rules and Best Practices/Policies and agree to abide by them. I also understand that as volunteer for Wind Youth Services I will not receive any monetary compensation or benefits.

Volunteer Signature

Date

Volunteer Job Descriptions

We greatly appreciate the contribution that each volunteer makes to the staff and the kids at Wind Youth Services. Because of the generosity and abilities of many volunteers, our programs have been enriched far beyond what can be provided by our small staff.

The following are the categories of volunteers we are seeking to fill:

DIRECT SERVICE VOLUNTEERS

- ◇ Must have specific skill set to share with youth (art, music, poetry, computer literacy, academic tutoring, etc)
- ◇ Direct contact with youth
- ◇ Written project proposal required, in addition to: volunteer application, interview with Executive Director, live scan/fingerprinting and TB test
- ◇ Includes possibilities of assisting in classroom (teachers), outreach and/or the arts and life skills opportunities

MEAL PREPARATION

- ◇ Cooking and cleanup of breakfast and lunch at the Wind Center (no direct contact with youth)
- ◇ Consultation with Program Director required

EVENT VOLUNTEERS

- ◇ General assistance with Wind events (fundraisers, donation drives, etc.)
- ◇ Consultation with Development Coordinator required

OFFICE/ADMIN ASSSITANCE

- ◇ Assist with database and mailings as needed

INTERNS

- ◇ Must be currently enrolled in school and under the direction of a teacher/professor
- ◇ Written project proposal required, in addition to: volunteer application, interview with Executive Director, live scan/fingerprinting and TB test
- ◇ Limited opportunities

Confidentiality Agreement

1. As a Wind Youth Services volunteer, you may access information only when necessary to perform work assigned by the site supervisor to accomplish the Wind mission. You may not access or use information from Wind Youth Services for personal or any other reasons.
2. You may disclose confidential information from Wind Youth Services only to individuals who have been authorized to receive it through the appropriate Wind procedures. You shall not divulge or make use of confidential information, data or records for a mailing list or any other purpose unless the same has been authorized. Such misuse is a misdemeanor under California law.
3. You may not deliberately enter false or incomplete data or delete existing data on any file or document.
4. As a precaution against misuse or destruction of criminal record information, you may not remove any work-related materials from the work site without specific authorization to do so. Work in process is to be stored and maintained in areas designated as appropriate for such storage.
5. You must take reasonable precautions to protect documents from unauthorized access. Reasonable precautions include the following: Ensure that your documented work is inaccessible when you leave it unattended; store documentation in a secure place; report any suspicious circumstances or unauthorized individuals you observe in the work area to the site supervisor.
6. I have read and understand the confidentiality agreement above, and have received a copy of it. I understand that failure to comply with these policies may result in dismissal from volunteer staff and/or civil or criminal prosecution in accordance with applicable statutes.

Volunteer Signature

Date

Volunteer Application

Wind's policy to comply with all State and Federal laws prohibiting discrimination in volunteerism based on race, age, color, sex, religion, national origin, sexual orientation or any other protected or non-protected classification.

Name: _____

Volunteer Position wanted _____

Date of Birth: _____

Address: _____

Phone Number: _____

Are you over 21 years of age? Yes _____ No _____

Driver License number: _____ State: _____

Have you ever been convicted of a felony? Yes _____ No _____

If Yes, please list conviction and date: _____

(Conviction of a felony does not necessarily disqualify you from volunteering. Please give interviewer explanation.)

EMPLOYMENT: (List your last two employers)

Employer: _____

Position/Duties: _____

Dates Employed: _____ Phone: _____

Employer: _____

Position/Duties: _____

Dates Employed: _____ Phone: _____

EDUCATION:

College/University: _____

Degree Received: _____

High School: _____

Date Graduated: _____

Other Education/Training: _____

PERSONAL REFERENCES:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

PLEASE NOTE: Volunteering at Wind may be terminated by either party at any time with or without notice.

CHECK APPROPRIATE PREFERENCE:

- Direct Service Volunteer**
- Direct Service Outreach Volunteer**
- Meal Preparation Volunteer**
- Event Volunteer**
- Intern**

AUTHORIZATION TO VERIFY REFERENCES

I authorize Wind Youth Services to investigate my references, work history, volunteer/community service history, education, or any other matters relating to my suitability for a volunteer position. I also authorize my references to provide Wind Youth Services with this information.

I understand that employment or a volunteer position with Wind Youth Services is “at-will” which means that either the agency or I may terminate the relationship at any time for any reason. I understand that no representative of the agency may change or modify an employee’s “at-will” status.

Applicant’s Signature

Social Security Number

Date

Wind Youth Services Information for Volunteer File

VOLUNTEER CHECKLIST

A volunteer must have the following information in his or her file before starting to work at Wind Youth Services. When you turn in this information you must both date and initial this form; the interviewer will also initial it. This policy has been adapted to satisfy state regulations and also to assure the safety of the youth, staff and our program.

Document	Date	Applicant's Initials	Supervisor's Initials
Wind Volunteer Application			
Authorization to check References form			
Interview (volunteer applicant will be given information for live scan fingerprinting)			
Copy of Driver's License, DMV Print out & Proof of Auto Insurance			
Fingerprints (return live scan receipt)			
T.B. Test			
Signed Child Abuse Reporting Form			