



Date Application Received: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Position(s): \_\_\_\_\_ Start Date: \_\_\_\_\_

*\*To be filled out by ProjeCt Staff\**

*ProjeCt Staff: Please copy & attach volunteer photo ID if possible*

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## Volunteer Application

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Contact Method (Circle One): Email Phone

### Volunteer Interest Summary

Review all of the volunteer opportunities listed below. Please **check all positions of interest**.

#### Administrative Office

**Administrative Support** - Welcome clients to the office, record data into spreadsheets, create/edit documents, bulk mailings

**Ambassador Program Ambassadors** - Represent ProjeCt in the community. Opportunities include volunteering at community events and helping plan special activities/events.

#### ASSIST Program (Food Pantry)

**Administrative Support** - Welcome clients to the office, record data into spreadsheets, create/edit documents, bulk mailings

**Food Pantry Greeter** - Welcome clients to the Pantry, register new clients for services, and record visits into Microsoft Excel spreadsheets

**Donation Pickup** - Helping to gather items donated from neighborhood grocery stores, convenience stores, and other stores

**Distribution Runner** - Provide assistance in stocking the shelves, helping clients who need assistance taking their groceries to their vehicles, and taking donations to the storage area for processing

**Shopping Assistant** - Work directly with the clients who depend on our Food Pantry to help make ends meet and make a difference in the lives of families, senior citizens, and people with disabilities

#### Fowler Literacy Center

**Reception / Administrative Support** - Welcome clients to the office, record data into spreadsheets, create/edit documents, answering phone calls

**Adult Education Tutor** - Meet with adult learners for a minimum of 3 hours per week on a one-on-one basis, in small groups, or during classes; Bachelor's Degree Required

**Adult Education Classroom Assistant** - Provide assistance to teachers during classes, meet with adult learners in small groups or one-on-one Current College Student or Associate's Degree Required

**Mentor Program** - Present to a class of Adult Education students about your career, field of expertise, or other applicable employment skills



**Grounds/Gardening** - Maintain the community garden by seeding, planting, weeding, and harvesting; assist with upkeep of garden

**Volunteer Type**

- General
- Re-Employability
- AARP
- Community Service
- College Student

**Availability**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M. ___to___	A.M. ___to___	A.M. ___to___	A.M. ___to___	A.M. ___to___	A.M. ___to___	A.M. ___to___
P.M. ___to___	P.M. ___to___	P.M. ___to___	P.M. ___to___	P.M. ___to___	P.M. ___to___	P.M. ___to___

**Are you available on short notice?** Yes/No

Weekend volunteer hours are rare. Regular volunteer opportunities occur Mondays-Fridays from 8:30am-4:30pm and Mondays-Thursdays from 6:15-8:45pm.

**Computer Skills** (Check all that apply):

- Data Entry
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Office 365
- Other: \_\_\_\_\_

**Certifications** (Check highest level attained):

- No Diploma
- High School Diploma
- Technical/Business
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Field of Study: \_\_\_\_\_



**Clearances** (Check any that apply):

PA Child Abuse / Date: \_\_\_\_\_

PA Criminal History /Date: \_\_\_\_\_

FBI Fingerprint Check Date: \_\_\_\_\_

**Volunteer Tutor Preferences**

*If you are interested in being a volunteer tutor, please check the areas of interest below.*

**Assignment**

- One-on-One
- Group
- Classroom Assistant

**Subjects:**

- Reading/Writing
- Math
- English Language
- Social Studies
- Science

**Learner Level Preference**

- Basic Education:
- Levels 0-4 (beginner reading skills)
- Levels 5-8 (reading comprehension)
- GED: Reading and Math skills at a high school-level study

**English Language Learner:**

- Beginner
- Intermediate
- Advanced

**Emergency Contacts**

Name	Relationship	Cell Phone	Home Phone

**Vehicle Registration** *Parking permits for Project sites are required for volunteers*

**Make/model/year of vehicle:** \_\_\_\_\_ **License Number** \_\_\_\_\_



### **Volunteer Acceptance Agreement**

I understand that as a volunteer, I will offer my services with a clear understanding that there will be no monetary compensation. I will readily accept training and supervision by staff and strive to be prompt and regular in my service. I will observe all of the rules and regulations of ProJeCt of Easton and will not divulge any confidential information that I see or hear during my volunteer service. I understand that a volunteer assignment is conditional upon my performance, satisfaction with assignment and continued need for the service. I further acknowledge that ProJeCt of Easton is not liable for any damages or injury incurred during my volunteer assignments and relationship with the organization. I may be asked to complete a Child Abuse History Clearance, Criminal Record Check, and/or an FBI Fingerprint Background.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Media Release Agreement**

By signing below, I agree to grant to ProJeCt of Easton and its authorized representatives permission to record in writing, on photography film, video tape or digital pictures my participation in any ProJeCt of Easton's services. I further agree that any or all of the material may be used, in any form, as part of any newsletter, promotional materials, publicity, social media, submission to newspapers or other media/public outlet, and is authorized for use without payment of fees, royalties, special credit or other compensation.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Nondiscrimination Statement**

ProJeCt prohibits discrimination on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by ProJeCt. (Not all prohibited bases will apply to all programs and/or employment activities.) These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

### **Statement of Confidentiality**

The confidentiality of our clients and their circumstances is of the utmost importance to us. Anyone who shares knowledge gained through work as a volunteer will be asked to forfeit their position.

This agency guarantees complete confidentiality to its consumers and program participants to the full extent allowed by state and federal law. Confidentiality may be broken only under the following circumstances:

- There is a risk of death or bodily injury that might be avoided by breaching confidentiality.
- A court orders information to be released or testimony previously held to be confidential to be given.
- The information indicates a violation of the law, whether local, state or federal.



All employees and all volunteers must respect the guarantee of confidentiality. Any violation will result in disciplinary action, which could result in termination of employment or future refusal to accept volunteer services. To discuss, report or in any other manner share information about a consumer or program participant or any Project of Easton business with other than appropriate agency staff requires a release of information form signed by the consumer or program participant, or the permission of the Executive Director. Upon acceptance of a staff or volunteer position with this agency, I agree to abide by the above statement of confidentiality. This agreement supersedes all other confidentiality statements, which may have been previously signed.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Dear Friend of Project,**

**Welcome to Project of Easton where our mission is to “build a better community by helping people help themselves.” With the help of volunteers like you, we prepare individuals to succeed in work, school, and life.**

**Now that you have begun the process of volunteering with us, you will be contacted within 7-10 business days of the day your application was received. At that point, you will be invited to an orientation with our Volunteer Coordinator of the site your position will be located at.**

**Thank you for your interest in volunteering with Project! If you have any questions or concerns about scheduling, contact: [jrzyszowski@projecteaston.org](mailto:jrzyszowski@projecteaston.org) or 610-258-4361 x 18.**