

**Volunteer Application: A Look Inside of the House of Mercy**

Name: Phone: Email:

Occupation: Where:

Previous Volunteer Experience:

Languages Spoken:

**Mission:**

The House of Mercy promotes a healthy neighborhood by providing activities and advocacy that engage individuals, families and children in positive experiences for them and their neighborhood.

**Non-Harassment:**

Our organization provides all participants, volunteers, and employees with a work environment free from all forms of discrimination, not limited to race, color, sex, age, disability, religion, citizenship, national origin, and sexual orientation. All volunteers should report any forms of discrimination to the director.

**Are you interested in volunteering for the following activities?**

\_\_\_\_ Homework Helper: M-Th 3:30-5:30pm (Sept-May)

\_\_\_\_ Kids Program Assistant: M-Th 6:00-8:00pm (Sept-May)

\_\_\_\_ Summer Program Assistant: M-Th 12:30-4:00pm (July-Aug)

\_\_\_\_ Adult one-on-one tutoring

\_\_\_\_ Driver for fieldtrips (as scheduled)

\_\_\_\_ Special Events (Christmas Store, Spring Tea)

\_\_\_\_ Lead theme based activities for Kids Program

\_\_\_\_ Piano, Dance lessons (time negotiable)

**Volunteer Dos and Don’ts:**

**Do**

1. Always stay with a House of Mercy staff if youth are present.
2. Engage youth by modeling positive attitude and participation.
3. Dress appropriately.
4. Store valuable items in your locked vehicle.
5. Avoid body contact with youth (i.e. hug – unless the youth requests it).
6. Speak positively with appropriate language.
7. Sign in and out each time you come. We use the volunteer sign-in sheets to verify all hours.
8. Show up at your designated time, or call the site within 24 hours.
9. Bring all needed supplies for any projects you are initiating.

**Don’t**

1. Text or talk on the phone during programming.
2. Give your contact info to any participant.

\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Description: Kids Program Assistant**

Most volunteers are program assistants. We ask you to adopt a table of student and:

1. Model good behavior for them,
2. Engage them in the activity,
3. Provide any help they need to complete the activity, such as spelling a word,
4. Assist the teacher with passing out snacks, cleaning up, and other one-time tasks.

**Other Policies:**

* All volunteers and employees are expected to follow the policies of the Protection of Children and Youth listed at<http://www.eriercd.org/protectyouth.htm>.
* The HoM does not provide volunteer liability coverage or workman’s compensation for work related injury for volunteers.
* We cannot guarantee that we can reschedule volunteer hours.

***“Like” us on Facebook:*** <https://www.facebook.com/HouseofMercyErie>

***Find volunteer opportunities on Get Connected:*** <http://www.getconnectederie.org/agencies/houseofmercyerie/>

***Contact Information:*** *Sr. Michele Schroeck, Director*

*Phone: 814-898-0167 michele.schroeck@gmail.com*