



Emergency Homeless Shelter
 2723 Q St.
 Omaha, NE 68107-3447
 Phone (402) 731-0238 Fax (402) 731-0838
www.stephencenter.org

VOLUNTEER APPLICATION

Personal Information

Name (first / middle / last):	Date:
Street Address:	Primary Phone (circle one): Home Work Cell
City/State/Zip:	Secondary Phone (circle one): Home Work Cell
Driver's License Number:	Email Address:
Birth Date:	Age:
Parent/Guardian Name:	Phone:

How did you hear about volunteer opportunities at the Stephen Center?

- Website
 Friend/ Colleague
 Previous Experience
 Probation/ Diversion
 Other _____

Employment Information

Current Employer:
Position/Title:
Duties Include:

Emergency Contact Information

Name:	Relationship:	
Address:		
City:	State:	Zip Code:
Day Phone:	Evening Phone:	Cell Phone:

Volunteer Information

I am available:	Mornings	Afternoons			Evenings		
Circle which days you are available:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Have you ever volunteered before?	_____		If so, where? _____				
Brief description of duties	_____						
Please list skills, abilities, or hobbies:							
<input type="checkbox"/>	Painting	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Food Service
<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	General Contractor	<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	Clerical
<input type="checkbox"/>	Computer	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Artistic	<input type="checkbox"/>	Other _____
Are you volunteering to fulfill a Community Service requirement?	YES			NO			
Who is requiring the Community Service?	<input type="checkbox"/>	Court	<input type="checkbox"/>	School	<input type="checkbox"/>	Employment	

VOLUNTEER OPPORTUNITIES

Please check all volunteer opportunities that interest you. If there is any area that you have experience and/or skill in, please make a note next to the category. The Stephen Center will do everything possible to accommodate your volunteer interests, however we ask for flexibility and adaptability from our volunteers in their placement.

1. Building and Yard Maintenance

- _____ Minor building repairs
- _____ Landscape needs

2. Cleaning & Organization

- _____ General cleaning and organizing of space in the shelter

3. Clerical and Reception

- _____ Filing, Data Entry, Bulk Mailings
- _____ Front Door Host
- _____ Phones/ Intake

4. Development

- _____ Coordinate a Food/Clothing/ Birthday Toy drive
- _____ Event Organizer
- _____ Event Photographer
- _____ Event Volunteer
- _____ Organize a Fund Drive
- _____ Graphic Design & Marketing
- _____ Public Relations

5. Donations

- _____ Sort and inventory donations

6. Thrift Store Assistant

- _____ Sort, organize and label

7. Holiday Event and Celebration Team –

*please specify which holiday(s):

- _____ Cater a meal
- _____ Decorate the Shelter
- _____ Help with Set-up

8. Kitchen Assistant

- _____ Cooking Class
- _____ Prepare meals
- _____ Serve meals

9. Client Services (youth & adults)

- _____ Arts & Crafts
- _____ Mentoring
- _____ Reading
- _____ Sports/Physical activities
- _____ Tutoring
- _____ Employment/Educational
- _____ Health, Fitness & Nutrition
- _____ Life Skills
- _____ Parenting Class

EXPERIENCE

Have you ever worked with individuals involved and/or experiencing any of the following issues or circumstances (please check all that apply).

- | | | |
|--|--|---|
| <input type="checkbox"/> Alcohol Abuse/Use | <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Child Abuse & Neglect | <input type="checkbox"/> Drug Abuse/Use | <input type="checkbox"/> Prostitution/Sex Trade |
| <input type="checkbox"/> Developmental & | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Sexual Assault |
| <input type="checkbox"/> Physical Disabilities | <input type="checkbox"/> Lack of Education | <input type="checkbox"/> Unemployment |

Please list any languages you are fluent in other than English? _____

PHYSICAL LIMITATIONS

Do you have any physical conditions that limit your volunteerism? YES NO

If Yes, please explain _____

VOLUNTEER CODE OF CONDUCT:

As a Stephen Center Volunteer, I WILL:

- Represent the Stephen Center with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior
- Follow through and complete accepted tasks
- Display respect and courtesy for employees, other volunteers, program participants, visitors, clients and property
- Provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information
- Work cooperatively as a team member with employees and other volunteers
- Adhere to the expectations of a volunteer
- Keep personal opinions and actions separate from those made as a representative of this organization

AND, As a Stephen Center Volunteer, I WILL NOT:

- Use vulgar or inappropriate language
- Solicit gratuities, gifts or donations for personal or professional benefit
- Use or be under the influence of illegal drugs while volunteering
- Consume or be under the influence of alcohol while volunteering
- Discriminate on the basis of race, color, religion, sex, age, national origin, marital status, disability, or sexual orientation

Signature of Applicant _____ Date _____

CRIMINAL BACKGROUND INFORMATION

Do you have any criminal convictions (other than parking violations and/or juvenile offenses?) **YES NO**

If **YES**, please explain (Conviction will not automatically bar you from volunteering. Relevance to Assignment will be considered):_____

Stephen’s Center Confidential Agreement & Waiver

I, _____, do hereby agree to indemnify and hold harmless the Stephen Center Emergency Homeless Shelter for any claims or causes of action that may arise out of performance of my assigned duties. I waive any right of action I have against the Stephen Center Emergency Homeless Shelter in consideration of my participation as a volunteer for the Stephen Center.

I acknowledge that there is no salary or other compensation for my services as a volunteer, and, as a volunteer, I will not be covered by Workers’ Compensation.

I also understand that in my capacity as a Stephen Center Emergency Homeless Shelter volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service has ended.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian
(if 17 or younger) _____ Date _____