

Springfield Rescue Mission

19 Bliss Street, P.O. Box 2435, Springfield MA 01102-2435
(413) 732-0808 www.springfieldrescuemission.org

Dimension of Volunteer Efforts - D.O.V.E. Volunteer Application



Please print

Personal Information (please circle correct response): Gender: Male Female

First Name.....Last Name

Address Phone.....

Physical Limitations: No Yes (Please Explain).....

Current Occupation.....Employer (optional).....

Community Affiliations (church, service organizations)

Skills (List your skills and indicate proficiency level) Skilled Can Teach Amateur

1.....

2.....

3.....

Languages Fluent Read Write

1 2

Volunteer Information

Hours Available: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Volunteer Position Desired.....

Why do you want to volunteer at the Mission?.....

List any previous experience.....

References (Please provide three references (not including relatives) that know you well and can attest to your character, skill and dependability. Complete reference information must be provided for consideration in volunteer placement. All teaching or counseling positions must include a present pastor as one of the three references.)

Name Address.....

City/State..... Phone.....

Name Address.....

City/State..... Phone.....

Name Address.....

City/State..... Phone.....

“Reaching Out and Touching Lives”

July 2009

Date Received (Office use only)

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Volunteer Responsibilities

Volunteers agree to:

1. Consider volunteering a serious commitment
2. Be supportive of the organization they are part of and represent it appropriately and responsibly
3. Maintain confidentiality in all issues pertaining to residents and transients
4. Offer feedback and suggestions to SRM staff
5. Take part in training which may be required or pertinent to their task
6. Be prompt for any volunteer time commitments made. Scheduling conflicts should be made known to staff as soon as possible so appropriate action can be taken.
7. Follow their task description and accept supervision
8. Inform staff of skills you feels should be known before taking a volunteer assignment
9. Give the supervising staff member adequate notice before terminating job – state reason for leaving

Expectations of Volunteers

In an effort to make your service as fruitful as possible, we ask that you review the following list:

1. All our actions should glorify the Lord
2. Every volunteer is responsible to a staff member when serving
3. Be consistent and faithful in fulfilling your commitment. If you cannot make a scheduled time, please contact a staff member immediately.
4. Contribute to the overall purpose of the Springfield Rescue Mission. We are here to provide the needy and homeless with spiritual, physical and emotional assistance.
5. Volunteers are expected to conduct themselves in a manner consistent with impeccable moral, ethical and interpersonal standards.
6. No drugs, alcoholic beverages or smoking are allowed on Mission property.
7. Profanity is not allowed
8. Be wise! We want our volunteers to enjoy their time here, however, beware of being too gullible. Many residents and transients are disadvantaged and have learned to survive by becoming adept at using others. Therefore,
 - a. Do not wear clothing that is revealing, tight, or see-through; no mini-skirts, low cut pants, shorts, low cut shirts. Jeans, sneakers and crew neck t-shirts recommended.
 - b. Do not give rides to anyone
 - c. Do not give money to anyone
 - d. Women volunteer in pairs and do not counsel men. Abstain from personal/private conversations.
 - e. Do not leave personal belongings unattended. Lock items in your car.
 - f. Do not make any decisions for any of the residents. Refer residents and transients to a staff member for questions outside your specific area of service.
 - g. Dating is not allowed. Do not give out any personal information.
 - h. Get clearance from staff members you are working with to invite a resident to any outside function.
 - i. Report any inappropriate behavior or anything that makes you feel uncomfortable to a staff member or the Volunteer Coordinator.

Although this not meant to be a list of rules and regulations, it is intended to provide you with information for making wise decisions about your involvement with the people we serve. Refer questions to Springfield Rescue Mission's Volunteer Coordinator at (413) 732-0808. We will be happy to assist you.

I have hereby read the above Responsibilities and Expectations:

Volunteer Signature Date

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