



Minimum age requirement is 18.

Volunteers are placed based on program needs and the ability of the volunteer to perform in that program, after a trial period in the administration building.

Application for Volunteer

Grace Smith House, Inc.
(845) 452-7155

www.gracesmithhouse.org

Date:

Personal Information

First Name: Last Name:

Address: City: State: Zip:

Home Phone: Work Phone: Cell Phone:

Email:

Why are you interested in volunteering? Personal Interest Community Service Hours

Court Ordered Other Age: over 18 under 18

Have you ever worked or do you currently work for Grace Smith House? Yes No

Have you ever received services from Grace Smith House? Yes, if yes give date _____ No

Date you can begin service:

Do you have any special needs or restrictions we should be aware of?

Emergency Contact: Emergency Phone:

Education and Experience

What is your educational/training background?

What is your prior work experience?

Have you had any previous experience as a volunteer? If so, with what organizations, and what kind of work did you do?

Does your current employer have (check all that apply): Program for volunteering

Donation matching program Grant preference to organizations where you volunteer

Your Interests at Grace Smith House

How did you learn about GSH? Board Member Website College/University
 GSH Employee Current Volunteer Other *Please specify*

How long can you commit to volunteering? One time Occasionally 3-6 months
 6 months or more Seasonal Other

What days are you available? Mondays Tuesdays Wednesdays Thursdays Fridays
 Saturdays Sundays

What times are you available? Mornings Afternoons Evenings

Hobbies and Interests

List any skills or areas of interest you would like to incorporate while volunteering:

Other languages you speak Basic Conversational Fluent

Please describe why you want to be a volunteer at Grace Smith House. Why, at this particular time in your life have you chosen to volunteer with us? What do you hope to gain from being a volunteer?

Criminal History

All volunteer positions require a Criminal History check. Conviction will not necessarily disqualify you from participating. Have you ever been convicted of a felony? Yes No

If yes, explain.

Driving History

Do you have a valid driver's license? Yes No Issuing State: Yes No

If yes, explain.

Do you prefer to work (check all that apply)

<input type="checkbox"/> Directly with people served <input type="checkbox"/> Behind the scenes <input type="checkbox"/> Computers <input type="checkbox"/> Maintenance <input type="checkbox"/> Administrative <input type="checkbox"/> Seasonal/Outdoor Projects <input type="checkbox"/> Holiday Support <input type="checkbox"/> No preference
Program Placement Options: Please reflect on the kinds of experience you want to get out of your association with Grace Smith House. We will try to place you in the setting that best meets both your needs and the agency's.
<input type="checkbox"/> Administrative Support (Exec Office)- Help with mailings, special event preparation, copying, filing, answering phones, data entry, clerical tasks.
<input type="checkbox"/> Care for Children (Shelter programs) – Work with children in structured play activities; mentor children with their families. Weekday evenings.
<input type="checkbox"/> Children's Group (Non-Residential program) – Contribute to the healing of the youngest survivors through meaningful play, positive role modeling (non-violent behavior techniques), character building, engagement skills, and team building activities, to name a few. We are always open to creative input and to integrate new ideas and skills into this program. Consistency is important – even if it is a monthly visit.
<input type="checkbox"/> Data Entry – If you have the experience, we often need help with data entry.
<input type="checkbox"/> Holiday Support – (All Programs) Lend a hand from Thanksgiving through New Year's responding to callers, helping pick up and organize donations, matching gifts with "wish lists," tracking donor information, helping with acknowledgements, preparing for our annual client party, etc.
<input type="checkbox"/> Maintenance and Upkeep – If you can do odd jobs, mow a lawn, paint a room, repair an appliance, gardening, and generally be on-call for minor upkeep and repair, we need you.
<input type="checkbox"/> Outreach – Community based outreach, focuses on sharing the work that we do with the community. Distribute our fliers and posters to the community.
<input type="checkbox"/> Painting Projects (interior) – Our buildings take a lot of wear and tear and need fresh paint from time to time. Please only check this off if you've had some painting experience.
<input type="checkbox"/> Seasonal Outdoor Project – Raking, fall clean up, spring clean up, and turning over our garden.
<input type="checkbox"/> Shelter Support – The optimum shelter worker will be able to offer a regular weekly schedule. Duties include answering the hotline, assisting with intake and discharge, preparing rooms for occupancy, helping with practical needs in the residence,(volunteers may progress to this level after exhibiting consistent work ethic).
<input type="checkbox"/> Special Projects – Help us with special events such as Fundraisers, distribution of literature, staffing of informational booths, etc.
<input type="checkbox"/> Translation – Provide help with translation for non-English speaking or deaf and hard of hearing clients.
<i>Language(s) you can help with:</i>
<i>Level of fluency (speak, read, write):</i>
<input type="checkbox"/> Other: Are there other special skills or services that you'd like to offer Grace Smith House?
<i>Please specify:</i>

Grace Smith House does not discriminate against an applicant on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, citizenship, disability, marital status, domestic violence victim status, genetic predisposition or information, military or veteran status, or any other status protected under federal, state, or local laws, regulations or ordinances.

Please Return to
P.O Box 5205, Poughkeepsie, NY 12602
or
Email: volunteer@gracesmithhouse.org

Grace Smith House, Inc.
Authorization for Background Check

During the application process for volunteering with Grace Smith House, inc., I hereby authorize Grace Smith House, Inc. to procure a criminal background report, sexual offender report and motor vehicle report where required. These reports may be compiled with information from credit bureau, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

***** PLEASE PRINT CLEARLY *****

Applicant Name: _____

Applicant Signature: _____

Date: _____

Social Security Number: _____

Date of Birth: _____

Driver's License ID #: _____

Issuing State: _____

Address: _____

Zip Code _____