

VOLUNTEER OPPORTUNITIES

Are you interested in becoming a volunteer? Volunteering is one of the most rewarding experiences you can have! It's a great way to have a positive impact on your community and enrich your life with an experience that you will never forget!

We have so many opportunities at The Rock and are always looking for help and new energy to keep programs interesting and dynamic for youth and community. Our volunteer possibilities are endless!

- **Program Volunteers:** Our teens need and deserve someone to listen, interact and take interest in their lives. Meaningful relationships grow as volunteers are consistently available to play games, help students get involved with Rock activities and engage in conversation. Days and hours may vary for this position.
- **Community Service Program:** Students have the unique opportunity to provide community service at local service sites from time to time. We need adults to serve alongside our teens.
- **Welcome & Sign-In:** Keep teens safe and secure by greeting them as they enter the Rock and checking them in and pointing them in the right directions.
- **Graphic Design or Video Expertise:** Volunteers with graphic design skills or video production/editing experience to assist with promoting Rock programs and special events.
- **Maintenance:** The Rock needs handy, helpful people to pitch in periodically for light to moderate repairs.
- **Administration:** General office duties; mailings, print outs, excel spreadsheets and recording attendance.
- **Special Event Planning:** Planning and preparing for Rock special events or fundraisers.
- **Snack Shack/retail:** Process sales transactions, good interpersonal and communication skills, restock product, clean, and sanitize area.
- **Tutoring/mentoring:** Homework, helping teens develop life skills, core values.
- **Arts/crafts/Music:** Share your talents with teens or lead a program
- **Janitorial:** Sweep, mop, vacuum, windows, clean and restock bathrooms, empty trash, maintain cleaning chart.
- **Chaperone teen events:** Dances, community service projects, field trips.

*If you are interested in volunteering once a week, once a month, or even for one special event, please fill out and return the volunteer application form, along with the background check form or contact our **Volunteer Coordinator at 263-7000** or email us at **diane@therockofkingsley.com**. We will give you information and schedule an interview to get your volunteer experience on its way!*

The Rock of Kingsley Inc.

VOLUNTEER POLICIES/CONDUCT

- Background checks will be mandatory.
- Volunteers are expected to model exemplary behavior at all times.
- Volunteers are expected to use their time at The Rock to interact positively with youth and show them you are wholly invested in them.
- Volunteers will demonstrate kind and respectful communication with others at all times.
- Volunteers are expected to be on time, prepared, and present throughout scheduled work hours. If you are unable to volunteer on a scheduled day, please communicate with the Director as soon as possible.
- Volunteers are expected to wear appropriate attire and name tags.
- Volunteers are expected to maintain a clean, safe, and organized environment in programs, facilities, and grounds.
- Volunteers are responsible for their personal property during Rock programs.
- Volunteers are expected to support The Rock policies.
- Maintain the confidence of the public and refrain from taking, ordering, or participating in any action that would adversely affect the integrity of The Rock or the public's perception of The Rock.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that volunteers or staff learn about The Rock of Kingsley Inc. or its members or donors as a result of volunteering for The Rock of Kingsley Inc. that is not otherwise publicly available constitutes confidential information. The disclosure, distribution, electronic transmission or copying of The Rock of Kingsley Inc. confidential information is prohibited. Such information includes, but is not limited to the following examples:

Compensation data.

Program and financial information, including information related to members, donors, and pending projects and proposals.

Any volunteer who discloses confidential The Rock of Kingsley Inc. information will be subject to disciplinary action.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information.

The protection of privileged and confidential information is vital to the interests and success of The Rock of Kingsley Inc.

If you have any questions regarding any of the policy listed above, please contact the program manager or the Executive Director.

Rock of Kingsley Inc.
VOLUNTEER APPLICATION

First Name _____ Last Name _____

Address _____

Email _____ Ph. _____

Date of Birth _____ Education Background _____

Occupation/Skills _____

Interests (please check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Interacting with youth | <input type="checkbox"/> Interacting with adults | <input type="checkbox"/> Arts and crafts |
| <input type="checkbox"/> Music | <input type="checkbox"/> Audio-visual technology | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Volunteer recruitment | <input type="checkbox"/> Web site content |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Program development | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Project management | <input type="checkbox"/> Advertising/Promotion | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Facility maintenance | <input type="checkbox"/> Snack Shack retail | <input type="checkbox"/> Teaching/tutoring |
| <input type="checkbox"/> Cooking/foodservice | <input type="checkbox"/> Chaperoning teen events | <input type="checkbox"/> Graphic design |
| <input type="checkbox"/> Serving on committees | <input type="checkbox"/> Outdoor activity | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Light construction/repair | <input type="checkbox"/> Videography |

Others (please specify) _____

I'm interested in volunteering (please check all that apply)

on site from home or office weekday weekend afternoon evening

Is there anything else you would like to tell us about yourself? _____

DATE: _____ SIGNATURE: _____