



The LeeShore Center

*Services for Victims of Domestic Violence and Sexual Assault
Support for the Central Peninsula's Families*

Dear Interested Volunteer,

Thank you for your interest in volunteering at The LeeShore Center. We have both "crisis" and "non-crisis" volunteer opportunities. Crisis volunteers work directly with victims of domestic violence and sexual assault and assisting shelter advocates. Non-crisis areas include, but are not limited to, office work, fun projects with our clients, helping with events and yard work. All volunteers are vital to the services that The LeeShore Center provides.

Please read the attached material. You will find a brief description of The LeeShore Center's history and programs, our mission statement, types of volunteer opportunities, and volunteer expectations. If you would like to become a volunteer, please complete the forms attached and return them to the Education and Training Assistant.

We will work with you to assess your strengths and decide where they can best be utilized to benefit you, our clients, and The LeeShore Center. We provide the Community Awareness Workshop on Domestic Violence and Sexual Assault twice a year for all new volunteers. The LeeShore Center could not fulfill our obligations to provide complete services without the much-appreciated help of our volunteers.

If you have any questions or would like further information, please feel free to call me at 283-9479.

Sincerely,

Haili Erikson
Education and Training Assistant

325 South Spruce Street
Kenai, Alaska 99611



Business Line...283-9479
Crisis Line...283-7257
Fax Line...283-584

Our Vision

To be an instrument of change on the Kenai Peninsula to create a non-violent community where all individuals are treated with respect and basic human dignity.

Our Mission Statement

To promote healthy families and a violence free community while providing a safe haven for victims of domestic violence and sexual assault.

Our Beliefs

We believe

- In treating all people with respect;
- In helping to creating an educated and aware public; and
- In empowering those that have been oppressed while striving to eliminate domestic abuse and sexual assault.





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Date Started: _____

VOLUNTEER / BOARD APPLICATION

NAME: _____ DATE _____

MAILING ADDRESS: _____

E-MAIL: _____

HOME PHONE: _____ CELL: _____ WORK: _____

OCCUPATION: _____

EDUCATION AND/OR MAJOR COURSE WORK: _____

VOLUNTEER OR WORK EXPERIENCE:

| Dates | Organization | Description of Duties | Client Population |
|-------|--------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |

Why do you want to volunteer in the domestic violence field? _____

How did you hear about The LeeShore Center? _____

Volunteer Opportunities

Please check all of the following volunteer opportunities that interest you:

| | | | |
|------------------------------|--|------------------------------|--|
| Emergency Shelter | | Office / Clerical | |
| Transitional Housing | | Development / Fundraising | |
| Legal Advocacy | | Facilities / Grounds keeping | |
| Violence Prevention/Outreach | | Outreach / Public Speaking | |
| Donations/Clothes Closet | | Special Events / Planning | |
| Board Member | | Friends of LeeShore | |
| | | | |

Hours available

| Times | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|--------|---------|-----------|----------|--------|
| Morning | | | | | |
| Afternoon – up to 5:00pm | | | | | |

Special Skills: _____

Appropriate training is provided for each volunteer position. For those interested in working directly with clients a training requirement is the completion of the agency's 40-hour Community Awareness Workshop, which is offered in April and October each year. Other volunteers are welcome to attend. Due to the confidentiality of our clients, we also require volunteers working directly with clients to submit information so that we may conduct state and federal background checks. A *Release of Information* form will be required. As per agency policy, all potential and current volunteers who have or are receiving services at The LeeShore Center must discontinue volunteering until six (6) months have lapsed from the last date of service.

We like to show recognition and our thanks to our volunteers through our quarterly newsletter and other venues. Do you give permission for us to release your name: Y N

REFERENCES: please provide 3 references. You may include professional work reference and/or community volunteer work reference.

| Name | Phone number | Organization | Duties |
|------|--------------|--------------|--------|
| | | | |
| | | | |
| | | | |

Rev 5/22

Would you like to receive The LeeShore Center newsletter? Y N



CODE OF ETHICS

The role of a volunteer is important in meeting the needs of The LeeShore Center. In volunteering my time and energy, I understand The LeeShore Center is not liable for payment to me for the work I perform on a voluntary basis.

As a volunteer at The LeeShore Center, I realize that I am bound to a code of ethics similar to that which binds the paid staff members.

I will not discriminate against any individual, family, or group seeking The LeeShore Center services due to: race, handicap, sex, age, marital status, economic status, veteran status, sexual preference, religion, national origin, or political affiliation.

I will respect the privacy and safety of all agency clients by abiding to The LeeShore Center's confidentiality policy.

I promise to take to my volunteer work an attitude of open mindedness, to be willing to be trained for it, and to bring to it interest and attention. I believe that my attitude toward volunteer work should be professional.

I understand that should I not be able to be present for the time I have scheduled, I will give my supervisor prior notice of my absence.

Volunteer Signature

Date



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Volunteer Confidentiality Agreement

Confidentiality is essential to the safety of persons seeking services of The LeeShore Center. All current and former staff, volunteers and board members are bound by law (AS 25.35.054) to protect and uphold client confidentiality. All confidential communications are privileged and may not be disclosed either during the period when the person is associated with The LeeShore Center or after termination of service or association with The LeeShore Center.

It is the policy of The LeeShore Center to hold confidential all communications, observations and information made by, between, or about clients who have received our services. Further, all staff, volunteers and board members sign a written agreement to this effect upon employment / association with The LeeShore Center, which is maintained in their personnel / volunteer file.

Disclosure of confidential client information, with noted exceptions under AS 25,35.054, are subject to penalties of law, regardless of the termination of employment / association with The LeeShore Center. Breach of confidential information made by a former staff / volunteer / board member of The LeeShore Center may result in that person being sued by the individual client.

I, _____ have read the above and understand that it is my responsibility to uphold confidential client information; that the confidential agreement I sign upon hire / association to The LeeShore Center is a lifetime responsibility. Failure to abide by confidentiality may be subject to penalties of law. I understand that dismissal from paid or volunteer employment at The LeeShore Center may result if client confidentiality is breached.

Signature

Date

Staff Signature

Date

Revised 12/2011



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Kenai, Alaska 99611

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Fax Line....283-5844



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Applicant:

We want you to know that reference checking is an important part of our volunteer process. We will be contacting the persons you furnished us as references as well as checking educational background.

Questions we ask when checking references include:

- Dates of employment, if applicable
- Nature of duties
- Supervisory responsibilities, if applicable
- Evaluation of work
- Strong points and limitations
- Attendance / dependability
- Ability to work with others
- Why you left employment or volunteerism
- Additional comments if necessary

I voluntarily consent to allow The LeeShore Center Executive Director or designee, to check the references I have submitted to them. I understand reference questions will be about my work and/or volunteer experience (as listed above) and educational background as it relates to my previous/current employment and/or education.

Applicant Signature

Date

Executive Director

Date

325 South Spruce Street
Kenai, Alaska 99611



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