



## *The LeeShore Center*

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*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, assisting shelter advocates, and providing Sexual Assault Response Team advocacy. Non-crisis areas include, but are not limited to, clerical work, bringing fun projects in to our clients, yard work, snow removal and providing transportation. 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,

Ashley Blatchford  
Education and Training Assistant



325 South Spruce Street  
Kenai, Alaska 99611

Business Line....283-9479  
Crisis Line....283-7257  
Fax Line....283-5844

## **Our Vision**

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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**

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To promote healthy families and a violence free community while providing a safe haven for women and children who are victims of DVSA.

## **Our Beliefs**

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We believe

- In treating all people with respect while empowering and supporting women;
- In creating an educated and aware public; and
- In striving to eliminate domestic abuse, sexual assault and associated societal oppression.



## HISTORICAL BACKGROUND

The LeeShore Center began in May 1977, providing a central location where women of this community could meet and know each other on an individual basis as fully functioning adults in control of their lives. In July 1977, a group of five women were sent to an international Women's Year State Conference in Anchorage, where they attended a workshop on "Starting a Resource Center". The group then established itself as the **Women's Resource Center** and began to provide educational meetings, films, and workshops to schools and service organizations, describing their goals as a feminist group.

Victim services began in the fall of 1977 when the needs of battered women in this community became apparent. The Women's Resource Center met with representatives from the Anchorage Abused Women's Aid in Crisis (AWAIC) shelter and established the Battered Women's System. The system incorporated emergency aid and ongoing assistance to battered women and their children, as well as information and education for the community as a whole.

In an effort to expand and continue effective service, the Women's Resource Center combined forces with other resource centers, family violence programs, and sexual assault projects in Alaska, establishing a collective body known as the "Alaska Network on Domestic Violence and Sexual Assault (ANDVSA). Currently there are 21 programs who participate as a voice against domestic violence, sexual assault and other forms of violence. Funding for the Women's Resource Center's domestic violence and sexual assault services are available in part through the Council on Domestic Violence and Sexual Assault (CDVSA), established by the Legislature as the governing body to oversee domestic violence, sexual assault and batterers intervention programs. In January 1981, the name of the center was changed to the **Kenai-Soldotna Women's Resource and Crisis Center (WRCC).**

Through the assistance and support of community members, WRCC completed a 7,600 square foot building in 1985. The LeeShore emergency shelter was built entirely as a volunteer community project on land donated by the City of Kenai. The 20 bed shelter was completed in June 1985 and Governor Sheffield cut the ribbon at the open house on September 6, 1985.

In 1988, WRCC received funds through Governor Cowper's Jobs Bill and completed a 1,000 square foot addition and began a batterers intervention program for domestic violence offenders in February 1989.

On October 1, 2004, WRCC changed its name to **The LeeShore Center**, to better reflect the agency's mission.

Along with 24-hour shelter services provided by a qualified professional staff, The LeeShore Center provides a 24-hour advocacy for victims including crisis intervention and educational, support groups, advocacy for abused/neglected vulnerable adults, community education and rural outreach, and transitional housing for homeless victims and their children. The LeeShore Center also operates a 48-week state certified Batterers Intervention Program and administers the Child Care Assistance Program for the central and western peninsula.



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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	
Child Care Assistance Program		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 45-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:** The screening process will include conducting three (3) reference checks on all potential new employees/volunteers with the agency. If possible, references should be work related or professional in nature.

Name	Phone number	Organization	Duties

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

Rev 4/14



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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



## 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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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

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