



St James Caring and Senior Centers Volunteer Handbook



Mantra

Committed to Our Seniors & Our Community

Vision:

Our vision is to help senior adults engage, enrich and empower their lives, as well as be the leading resource for community betterment.

Mission:

To provide services and programs for seniors of the St. James Community that promote well-being, support independence, and encourage their involvement in community life.

and

To offer opportunities with a sense of understanding and compassion, and to inspire moments of optimism and happiness.

St. James Senior Center Board of Directors, Director, and Staff

Director: Nancy Montgomery

Administrative Assistant: Heaven Morgan

Assistant Director: Marilyn Disser

Board Members: Verna Brand, Judy Cavender, Suzi Speas Don Carson, Peter Freiberg, Tracy Edwards, Jim Fleming, Paige Eissenger

Caring & Senior Centers Board of Director Meetings are held 4th Wednesday of every month at 8 am in the conference room of the St. James Senior Center

Volunteer/staff meetings are held quarterly on the 1st Wednesday of those months at 8:00 am in the Senior Center Dining Hall.



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Volunteers

Volunteer opportunities are available in the following areas:

- Front Desk/Public Relations
- Kitchen Assistant
- Office
- Commodity Day
- Games and Activities
- Food Pantry
- Thrift Store
- Donation Processing
- Cash Register with Directors Approval
- Fund Raising
- Host-Teach a Class

Confidentiality & Safety

Volunteers are required to sign a Confidentiality and Safety Statement.

Time Keeping

Donated time must be validated by sign in/out sheet signed by Administrative Assistant or Director and by clocking in/out.

Cash Register

If you are working the register at the close of business, you will need to count the register with another volunteer or administrative assistant. ~~and both sign the daily proceeds book.~~

Volunteer Store Vouchers

To thank you for your service volunteers are given vouchers. Volunteer hours are calculated at the end of each month and multiplied by \$2 per hour.

Attire

Volunteers should wear appropriate work attire. Shorts must be fingertip length. No alcohol or tobacco endorsements on clothing. Shoes are required.

Smoking

Smoking is not allowed inside any facility. There is a designated area for those who smoke.

Release of Liability

Volunteers are required to sign a Release of Liability form.



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Pricing

See attached Thrift Store Purchase/Pricing Policy

Alcohol and Drugs

Alcohol or drug use will not be tolerated. Anyone exhibiting signs of alcohol or drug use will immediately leave the premises.

Community Service Workers

Community Service Workers are expected to follow the same expectations as volunteers. Will not receive vouchers for time worked. Can be assigned anywhere to work except for the Front Desk, Thrift Store and Office Facilities.

Should you have any questions, suggestions, or concerns, please convey that information to Administrative Staff or Director.

Phone Numbers: Caring Center 573-265-2047
 Senior Center 573-265-7072

Email Addresses:	nmonotgomery@sjcaringcenter.com	Nancy Montgomery
	heaven@sjcaringcenter.com	Heaven Morgan
	mdisser@sjcaringcenter.com	Marilyn Disser



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Date: _____

I agree to the following Confidentiality Statement:

I understand that I encounter confidential information during my employment with the St. James Caring & Senior Centers. As part of the condition of my volunteering with the St. James Caring & Senior Centers, I hereby undertake to keep in strict confidence any information regarding any client, employee or business of the St. James Caring & Senior Centers or any other organization that comes to my attention while at the St. James Caring & Senior Centers. I do this in accordance with all applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of the St. James Caring & Senior Centers unless authorized as part of my duties, or with express written permission or direction to do so from Director or Board of Directors of the St. James Caring & Senior Centers.

I acknowledge by signing this Safety Statement:

The St. James Caring & Senior Centers will make all efforts to ensure my safety. By my signature below, I am releasing the St. James Caring & Senior Centers of any responsibility for injuries I may sustain while acting as a volunteer.

Printed Name **Signature**

Director or Administrative Staff **Authorized Signature**



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Volunteer Information Form

Date: _____

Date of Birth: _____

Name: _____

Address: _____

Phone Number(s): _____
Home Cell Phone

Email Address: _____

Shirt Size: _____

Emergency Contacts:

Name: _____

Phone: _____ Relationship: _____

Name: _____

Phone: _____ Relationship: _____

Position: _____

Signature: _____



St. James Caring Center Thrift Store Purchase Policy

- Buy it the day you want it. Items will not be held.
- Purchases are to be made at the end of your volunteer/staff shift.
- Once an item(s) is purchased, we strongly suggest the item(s) is removed from the facility and placed in your vehicle. We are not responsible should an unattended purchased item(s) go missing.
- We accept cash, check, debit cards, credit cards and volunteer vouchers.
- Items will be placed in a box/bag. Register receipt or voucher receipt must be attached to the box/bag.
- If you leave without purchasing the items, those items will be returned to the sales floor
- Do not remove items you wish to purchase from the facility without paying for them first, and having an associate verify your purchase.
- Do not pile up items you wish to purchase.
- Director is the designated person as final say on any questionable prices.
- If there is an item you want that is not yet priced, the store manager, assistant manager or director will price that item. If you choose not to purchase it once the price is determined, the item will be placed on the sales floor. There is no negotiating once the price has been determined.

Volunteer/Staff Printed Name

Volunteer/Staff Signature

Date: _____



Release of Liability

I, _____
Print Name

Agree to in no way hold any person or business, director, or Board of Directors responsible for any accident, injury, property damage or death occurring to me as the result of volunteering at the St. James Caring Center or St. James Senior Center.

I understand and agree that I am volunteering at my own risk. I understand and agree that I am entering these premises at my own risk. I agree to in no way hold any person or business, director, or Board member responsible for any accident, injury or death occurring because of occupying the premises located at 113 W. Eldon and 110 W. James Blvd in St. James, Missouri 65559.

At all times, there must be 2 volunteers in the facility. Violation of this agreement will lead to volunteer's termination.

I have read, understand, and agree to the above.

Signature

Date