

Marie's World Inc

VOLUNTEER PACKET

Thank you for your interest in becoming a Marie's World Inc. Volunteer! In order to be considered for a volunteer position, please include all of the items listed below when submitting your application. All of these items are required due to agency licenses and contracts, and we are only able to consider an application when all of the listed items are complete.

- Completed Volunteer Application (6 pages)
- Completed Form for Missouri Background Check
- Copy of Social Security Card
- Completed Fingerprint Waiver (If working directly with children)
- Completed Forms for Out of State Background Checks, if applicable

Volunteer Application, Page 1

Personal Information:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Birthday: _____ (month/day)

Primary Phone: _____ Home Cell Secondary Phone: _____ Home Cell

Email: _____

*If under 18, parent/guardian email: _____

Emergency Contact Name: _____

Emergency Contact Number: _____ Relationship: _____

Please list the states you have lived in, worked in, or attended school in during the past 5 years:

How did you hear about the Marie's World Inc.? Friend/Family

Media _____

Internet Search Other: _____

References:

Reference 1: Name and Phone Number _____

Reference 2: Name and Phone Number _____

Education/Experience:

Do you have experience with child care (paid or unpaid)? Yes No

If yes, please provide details _____

Current Employer: _____ Job Title: _____

Does your employer offer: Matching Funds Days of Service Other: _____

Name of School/Field of study: _____

Degrees held/certificates earned/special training: _____

Hobbies/Interests/Special Skills: _____

Volunteer Application, Page 2

Background Screenings:

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?

Yes No

I understand that background screenings are a part of the volunteer application process and that the Marie's World Inc. will also run my background screenings annually if I am accepted as a volunteer. All volunteer placements are conditional on the acceptable results of background screenings, which include the Family Care Safety Registry and a nationwide FBI fingerprint-based background check (fingerprints for Centene Center only). Please consider whether it is in your best interest to pursue volunteer opportunities, as fingerprinting is at the cost of the volunteer, and Marie's World Inc. is unable to refund fees if placement is not approved.

Initial/date: _____

Interests:

Volunteer Opportunities:

With Kids Cleaning Organizing Gardening/Yardwork (Coming Soon) Maintenance (Coming Soon)
 Office Work Special Events

Required Service Hours:

Do you need to complete required service hours? Yes No

If yes, please list the school or program requiring service hours: _____

When are your hours due? _____

How many hours do you need per week? _____ Per month? _____ Total hours? _____

On Call Volunteers:

As a Marie's World Volunteer, it is important for us to have a list of volunteers to turn to on short notice. Would you be willing to be on this list of On-Call Volunteers? Yes No

If yes, please list the times when you are most likely to be available:

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

What is the best way to reach you? _____

~

I have completed this application to the best of my ability and attest that my statements are true. I understand that this application will be included in my volunteer file.

Volunteer Signature

Volunteer Printed Name

Date

Parent/Guardian Signature if under 18

Date

Volunteer Program Staff Signature

Date

Volunteer Application, Page 3

Volunteer Agreements

Statement of Understanding

In providing volunteer service, I agree to demonstrate concern, and attention to each child in care without favoritism.

I agree to commit myself to being an active volunteer, positively engaged with the children and my surroundings, and to follow through with my assigned duties to the best of my ability, within the scope of my volunteer role. I further understand and agree that this commitment includes prompt attendance with regard to my volunteer shifts. If I am unable to attend my volunteer shift, I understand that it is my responsibility to notify the Marie's World and I agree to promptly contact the staff so they may seek a replacement.

I will refrain from using my cell phone in the during events.

I understand the Marie's World Inc. is an Equal Opportunity Employer, Drug and Smoke Free, and that concealed weapons are not permitted on the premises, and I will notify a supervisor immediately of any observed violation occurring during an event or while volunteering.

I will demonstrate cooperation, use good judgment, and uphold the legal and social standards of the Marie's World community, herein written in the volunteer agreements and as provided in orientation.

I understand diversity is both embraced and encouraged at the Marie's World Inc. and understand that the Marie's World strongly believes in the value of diversity. I further understand that Marie's World is committed to providing an environment of fairness and equitable treatment of everyone, regardless of race, religion, color or creed. Finally, I understand the Marie's World strives to include a diverse Board of Directors, Advisory Board, Young Professionals Board, Parent Advisory Board, and team of volunteers.

I will maintain a positive, strengths-based approach in my interaction with the children. I understand it is not within my scope as a volunteer to discipline a child. I will ask the staff for guidance on any questions I may have pertaining to discipline.

Initial/date: _____

Volunteer Universal Precautions

I understand that in choosing to volunteer, I may be exposed to infectious body fluids. I agree to conduct myself at all times while volunteering at the Marie's World as if a hazard existed. This means I will practice universal precautions (including but not limited to using gloves and other personal protective equipment) consistently anytime body fluids are present. I further understand if no protective equipment is present, I am to ask for it.

With signing of this form, I confirm that I have been trained to use Universal Precautions within the scope of my position at the Marie's World Inc. and have received a copy of the *Marie's World Inc. Guidelines for Handling All Blood and Body Fluids*. Further, my signature confirms that I understand it is my responsibility to familiarize myself with these guidelines and I agree to bring any questions I may have to the attention of Volunteer Program staff or other appropriate staff member.

Initial/date: _____

Volunteer Application, Page 4

Confidentiality

Volunteers are expected to uphold a high standard of privacy and confidentiality for Marie's World families. As such, volunteers do not have rights to client files or reasons for admission. In addition, volunteers may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Marie's World to any other person or entity.

All records, documents, photos, videos, and general identifying information pertaining to the children and families are considered confidential. Volunteers may not take photos or videos (including on cell phones) that include children or family members and may not reveal the names or any other identifying information of children or family members using the Marie's World services. Failure to adhere to this agreement is a serious breach of ethics, as well as a potential civil and criminal offense.

I understand I may not disclose, divulge or make accessible confidential information belonging to, or obtained through my affiliation with the Marie's World. I am aware that I may not take photos (even on phones) and/or videos of a child or family using the Marie's World. I further understand that under some circumstances staff may disclose identifying information to persons when an appropriate authorization is present, but that will not be my responsibility as a volunteer.

I acknowledge my understanding that the principle of confidentiality applies outside of the Marie's World, to information I may post on Social Networking Sites.

Initial/date: _____

Release of Liability

Effective the date of this signing, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless the Marie's World Inc. and any of its employees or agents representing or related to the Marie's World. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodation for this event. The undersigned further agrees to abide by all the rules and regulations promulgated by the Marie's World Inc.

Initial/date: _____

Acknowledgement

I acknowledge and understand that the aforementioned policies and practices have been explained to me and I have had a chance to ask questions. I further understand that a copy of this document is available to me at my request.

Volunteer Signature

Volunteer Printed Name

Date

Parent/Guardian Signature if under 18

Date

Volunteer Program Staff Signature

Date

Volunteer Application, Page 5

Volunteer Job Description

MISSION STATEMENT: Saving babies' lives, keeping kids safe & building strong families.

GOAL: To assist Marie's World Inc. staff in providing a nurturing & safe environment to Age 8 -24 strength and build their lives.

QUALIFICATIONS:

1. Successful completion of Marie's World Inc. Volunteer Packet.
2. Must be at least 16 years of age to volunteer without a parent/guardian present, or 14 years of age to volunteer with a parent/guardian present.

KEY RESPONSIBILITIES:

1. Provide emotional support for children by facilitating play, holding, rocking, etc.
2. Engage children in developmentally appropriate activities, such as art projects, story time, creative play, etc.
3. Care for the physical needs of children, such as feeding, snack preparation, etc.
4. Perform household tasks, such as folding laundry, washing dishes & organizing, to promote a tidy and safe Marie's World
5. Maintain confidentiality and a positive, strength-based attitude
6. Other duties as asked

SKILLS AND ABILITIES

1. An understanding of and respect for children, staff, and other volunteers.
2. Non-judgmental attitude towards children and parents.
3. Taking initiative by engaging children in activities and helping with household tasks as needed.
4. Openness to suggestions regarding the Marie's World strength-based techniques for working with children.

REPORTS TO: Volunteer Program Staff; supervised by direct care staff for day to day tasks. If a conflict arises, please contact Volunteer Program Staff. Feedback about performance will come from direct care staff as well as Volunteer Program Staff. Needed evaluations will be completed by Volunteer Program Staff with input from direct care staff. Only hours recorded in the volunteer binder and initialed by staff will be verified. Reference letters include dates and hours of service and duties performed. In order to ensure an on-time completion, all requests for evaluations, reference letters, and verification of hours need a week's notice to the Volunteer Program Staff.

HOURS: The Marie's World Inc. is open Monday through Friday 8 am to 5 pm, and volunteers are welcomed 8am-8pm daily, or as needed.

Volunteer Signature

Volunteer's Printed Name

Date

Volunteer Program Staff Signature

Volunteer Program Staff Printed Name

Date

Volunteer Application, Page 6

Hotline Policy

Please review the Child Abuse and Neglect Reporting Policy of The Marie's World Inc. that is mandatory for all paid staff. As a volunteer we ask that you review the policy to be aware of the impact on staff and children, and sign the volunteer expectation below:

All employees of the Marie's World are legally mandated reporters of suspected child abuse or neglect. As such, any employee observing evidence of an incidence of child abuse or neglect, must report their observations to the Children's Division Hotline and document his/her observations.

Staff may consult with the on call/administrative on call/supervisory staff prior to making the hotline call but are not required to do so. Following the hotline call, staff will then report to the on call supervisor as well as the administrative on call staff that a hotline call has been placed, as well as discuss whether it is in the best interest of the child/family to notify the parent of the call. If more than one staff person observes evidence of abuse or neglect at the same time, the senior staff person will place the hotline call. If a child reports the same information to a second staff member at a later time, the incident does not need to be hotlined again. However, if additional information is obtained regarding a suspected incidence of abuse or neglect, an additional call will be made to the hotline to add to the original report.

When notifying the parent, attempts will be made to explain the hotline process to the parent and to provide the parent the hotline number should they choose to contact the hotline with any additional information.

The person reporting the incident will be protected by confidentiality insofar as possible. **By state law, any employee who fails to report a suspected case of child abuse or neglect is subject to prosecution.**

Volunteer Expectation:

I understand that as a volunteer of the Mare's World, I am not considered a mandated reporter, but if I have a suspicion, I need to talk it over with a staff person or Volunteer Program Staff so that they can take action as mandated reporters.

Volunteer Signature

Volunteer Printed Name

Date

**Include a copy of your Social Security Card here,
or attach on a separate page.
A copy of the card itself, not just the numbers, is required.**



Marie's World Inc.
Volunteer Pact

As a Volunteer, I have the **RIGHT** to:

- Receive a suitable assignment as well as the opportunity to choose a task from a given list.
- Receive pertinent information about the Marie's World and environment within the bounds of confidentiality.
- Receive continuing education on-the-job as well as updates on new policies/procedures in a timely fashion.
- Receive sound guidance and direction by someone who is knowledgeable, patient, & well-informed.
- Be listened to and treated respectfully.
- Receive recognition for my service according to the Marie's World volunteer recognition practices.

As a Volunteer, I have the **RESPONSIBILITY** to:

- Abide by and respect Marie's World Rules.
- Adhere to the Confidentiality Agreement.
- Practice Universal Precautions at all times.
- Refrain from taking pictures or videos of the children.
- Never release names or identifying information.
- Refrain from asking the staff, children, or parents personal questions.
- Refrain from using my cell phone in the well at events.
- Be an active volunteer, showing up for my volunteer shift as agreed and providing prompt notice if/when I am unable to present as expected for volunteer shift.
- Demonstrate concern, and attention to each child without favoritism.
- Arrange a volunteer schedule and shift that is reasonable and during a time when I am at my best.
- Be appropriately dressed for the weather and for working with children including wearing closed toe shoes, appropriate fitting shorts, i.e., *walking shorts*, and modest dress.
- Be positive and cooperative, taking directions willingly.
- Carry out assigned duties to the best of my ability.
- Ask questions if I am unsure of how a task is to be done.
- Consider important any task performed.
- Understand while I may not receive constant praise, my volunteer time is deeply appreciated.
- Engage in a positive manner, and practice strengths-based interaction with children.
- Track my volunteer hours for my records.