

Volunteer Application Process & Procedure

The Center takes the safety of the children and families we serve very seriously. Therefore, we have put specific policies and procedures in place to ensure the volunteers we accept are healthy and share our vision and mission. Before a volunteer is accepted to work at The Center, they must first go through the procedure below:

1. **Background Checks**- all volunteer applicants (over the age of 18 years) must submit their Act 33 & 34 clearances, as well as the FBI fingerprint clearance.
2. **Written Application**- all volunteer applicants must submit a written application, which identifies areas of stability, interests, and personal background.
3. **Interview**- all volunteer applicants must be interviewed in person by one or both of the directors of The Center. The interview will include, but is not limited to, asking how others would describe them, what they like to do in their free time, and how they would handle real situations that may happen while they are at The Center.
4. **Orientation**- all volunteer applicants will be expected to complete a one-day orientation, where they can interact with students and other volunteers. They will be given the rules of our ministry and asked if they can adhere to our rules and policies.
5. **References**- all volunteer applicants will be required to give us the names and phone numbers of at least three references, personal or professional. One of the directors will contact each of these references, as well as look at their background via Google, Facebook, sex offender registries, and websites, such as Patch or Watch Dog.
6. **Training**- all volunteer applicants will be required to attend a training session, as well as sign our Release & Waiver of Liability Form, Safe-Place Policy & Ethical Agreement.