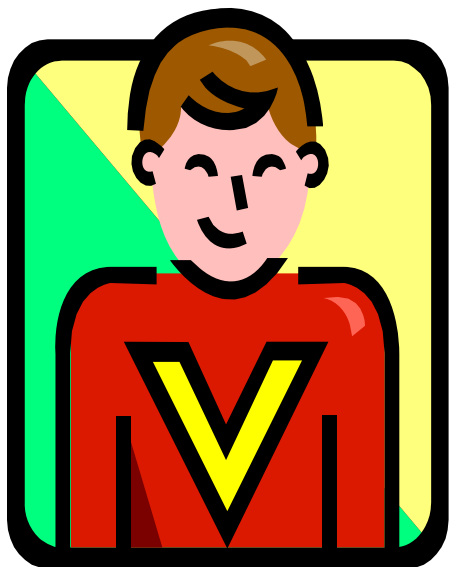


# Durham County Youth Home Volunteer Manual



# **Volunteer Services**



## COUNTY OF DURHAM YOUTH HOME

October 12, 2010

Dear Prospective Volunteer:

Thank you for considering volunteer opportunities at Durham County Youth Home. Volunteers play an integral role in the delivery of services to our youth.

Please review the enclosed information describing many of the opportunities at the Youth Home. Fill out the application, and submit a certified criminal record check then return to Durham County Youth Home. Someone from volunteer services will contact your references upon the receipt of your application. Once all reference has been confirmed you will be contacted to schedule an interview and discuss your area of availability. Orientation and other essential information will be scheduled after your first interview. If you have any question please feel free to contact me at (919)560-0840 or [llinzsey@durhamcountync.gov](mailto:llinzsey@durhamcountync.gov).

On behalf of Durham County Youth Home, I thank you in advance for the vital role that you play in the community and the day-to- day services for our youth. I look forward to meeting you.

Sincerely,

Latisha Linzsey  
Volunteer Coordinator  
Volunteer Services

Enclosures:

Application  
Volunteer Emergency Information Form  
Volunteer Contract  
Confidentiality Agreement

# Durham County Youth Home Volunteer Application

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments?

- Weekday mornings       Weekend mornings  
 Weekday afternoons       Weekend afternoons  
 Weekday evenings       Weekend evenings

## Interests

Tell us in which areas you are interested in volunteering

- Administration  
 Events  
 Field work  
 Fundraising  
 Deliveries  
 Phone bank  
 Newsletter production  
 Volunteer coordination

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

### Previous Volunteer Experience

Summarize your previous volunteer experience.

--

### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

## Durham County Youth Home Volunteer Emergency Information Form

Date last updated:

<b>Personal Information</b>	
Volunteer Agency	
First name	
Middle name	
Last name	
Nickname	
Gender	
US Citizen YES or NO	
Home address	
District/County	
Home phone	
Cellular phone	
Home fax	
Home e-mail address	
Birthday (MM/DD/YYYY)	
Driver's license/state ID number	
<b>Medical Information</b>	
Doctor's name	
Address	
Phone number	
Blood type	
Medical conditions	
Allergies	
Current medications	
<b>Emergency Information</b>	
Emergency contact's name	
Relationship	
Address	
Phone number(s)	

# Durham County Youth Home Volunteer Contract



I, \_\_\_\_\_, agree to the terms and the procedures as stated. I also understand that I may be dismissed as a volunteer for not adhering to the Code of Ethics as stated below:

- \* Volunteers will keep the facility records confidential.
- \* Volunteers will maintain an attitude of open-mindedness and work with the staff.
- \* Volunteers will abide by the facility's rules, regulations and standards.
- \* Volunteers will accept differences in people in terms of cultural or economic backgrounds, race, religion and values.

Other grounds for termination include, but are not limited to:

- Inability to work cooperatively with staff
- Activity threatening the security of the facility
- Unsatisfactory service
- Erratic unreliable attendance

X

\_\_\_\_\_  
Volunteer Signature

X

\_\_\_\_\_  
Volunteer Coordinator Signature

# Durham County Youth Home Confidentiality Agreement



This is to acknowledge that any information that I may receive from a resident while detained in Durham County Youth Home is being shared with me in the strictest confidence. I understand that to divulge the identity or any information about any resident to any persons outside the Youth Home is a breach of trust and a disservice to the residents I am trying to assist.

X

\_\_\_\_\_  
Volunteer Signature:

X

\_\_\_\_\_  
Date:

X

\_\_\_\_\_  
Volunteer Coordinator Signature:

X

\_\_\_\_\_  
Date: