



# South Peninsula Haven House

3776 Lake Street, Homer, Alaska 99603  
Phone: (907) 235-7712 Toll free: (800) 478-7712  
Fax: (907) 235-2733 E-mail: maggie@havenhousealaska.org

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phones: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you working now? \_\_\_\_\_ Where? \_\_\_\_\_ Hours? \_\_\_\_\_

Hobbies and Interests? \_\_\_\_\_

Do you have transportation? \_\_\_\_\_

Best days to volunteer? \_\_\_\_\_

Best time of day? \_\_\_\_\_

I would prefer to be scheduled on a regular basis \_\_\_\_\_

I would prefer to be called as needed for special projects \_\_\_\_\_

Skills I can offer:

- |                           |                           |                       |
|---------------------------|---------------------------|-----------------------|
| _____ Financial expertise | _____ Customer service    | _____ Cash handling   |
| _____ Typing              | _____ Counseling/Advocacy | _____ Researching     |
| _____ Client reception    | _____ Project organizer   | _____ Fundraising     |
| _____ Childcare           | _____ Technical writing   | _____ Computer        |
| _____ Newsletter          | _____ Graphics/Art        | _____ Public speaking |

Other: \_\_\_\_\_

Areas I'm interested in volunteering:

- |                             |                           |                    |
|-----------------------------|---------------------------|--------------------|
| _____ Children's Advocacy   | _____ Office/Clerical     | _____ Thrift Store |
| _____ Shelter/Advocacy      | _____ Program Advertising | _____ WOD          |
| _____ Legal Assistance      | _____ Childcare           |                    |
| _____ Client Transportation | _____ Fundraising         |                    |

Other: \_\_\_\_\_



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*"Supporting and empowering people impacted by domestic violence and sexual assault and promoting healthy families."*

## Confidentiality Form

I, the undersigned, understand that confidentiality is paramount to maintaining safety to victims of family and sexual violence. I agree to the following principles and practices as basic concepts designed to maintain standards of quality and services to crisis victims.

1. The principle of confidentiality is strictly observed by all paid staff and volunteers of South Peninsula Haven House. I promise under no circumstances will I disclose the identity of persons, present or not present at Haven House that I have encountered during my employment at South Peninsula Haven House. I will not reveal any identifying information about any employee or person utilizing South Peninsula Haven House services, which may come to my attention through my work.
2. In the event of termination or resignation, I will keep secret and confidential all identifying information gained through my experience with South Peninsula Haven House in perpetuity.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_



# *South Peninsula Haven House*

3776 Lake Street, Homer, Alaska 99603  
Phone: (907) 235-7712 Toll free: (800) 478-7712  
Fax: (907) 235-2733 E-mail: [maggie@havenhousealaska.org](mailto:maggie@havenhousealaska.org)

## ***VOLUNTEER INTERVIEW QUESTIONS***

1. Why do you want to work at HAVEN HOUSE?
2. What kinds of volunteer work are you interested in doing at HAVEN HOUSE?
3. Why do you think people batter?
4. How might children feel who have witnessed/experienced violence in their family?
5. What can we do as advocates to stop violence against women?
6. What can work at HAVEN HOUSE give you?
7. Will you feel comfortable communicating your needs?
8. At times being a volunteer might feel isolating or frustrating. Will you be able to ask for support or training as needed?
9. What would you like from me as the Volunteer Coordinator?
10. What kind of commitment are you willing to make?
11. Volunteering at HAVEN HOUSE can sometimes be difficult hearing stories of suffering. If you need support, we hope you will talk with us.



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June 2014

I will notify my immediate supervisor or Maggie Lush if I have any reason to believe, through my volunteering at Haven House, that a child may be at risk or harm.

Volunteer Name Printed: \_\_\_\_\_

Volunteer Name Signed: \_\_\_\_\_

Staff Supervisor Signed: \_\_\_\_\_

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



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## **RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS**

### **Volunteers have the right to:**

1. Know as much about the agency's policies, people and programs as possible.
2. Be treated as a co-worker. This includes having being heard, having a part in planning, feeling free to make suggestions, receiving respect for an honest opinion and support from all staff.
3. Receive quality training, guidance and directions.
4. Have a suitable and worthwhile assignment in appropriate working conditions.
5. Receive regular evaluation of her/his work, with honest feedback on its effectiveness.
6. Be trusted with confidential information that will help in her/his work.

### **Volunteers have the responsibility to:**

1. Be sincere in the offer of service, accepting only realistic assignments.
2. Be willing to learn and participate in orientation and meetings, attending all training sessions necessary to fulfill the volunteer position agreed to, and to continue to learn on the job.
3. Know her/his limitations- ex: time, energy, & resources.
4. Carry out duties promptly, reliably, without bias, notifying staff if not available for any reason.
5. Absolutely respect and uphold confidences and client confidentiality along with upholding the Policy's and Procedures manual.
6. Understand the function of the paid staff, maintain a smooth working relationship with them and stay within the bounds of volunteer responsibility.
7. Provide feedback, suggestions and recommendations to staff.
8. Accept the guidance and decisions of HAVEN HOUSE staff.
9. Follow all HAVEN HOUSE practices.
10. Maintain HAVEN HOUSE integrity in the community.
11. Communicate with staff or Volunteer Coordinator if you have any concerns or need support.



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## **Volunteer Job Duties**

### **VOLUNTEER ADVOCATE**

Provides crisis intervention, supportive listening and options to women seeking assistance from Haven House. Women Advocates work shelter shifts and may accompany women to court and other appointments. See Advocate Job Description for more details.

### **VOLUNTEER CHILDCARE WORKER**

Works with children from violent homes to minimize the effects of abuse. The Childcare Worker plans and participates in structured social and recreational activities to assure the physical and emotional needs of the children are met.

### **VOLUNTEER RECEPTIONIST/CLERICAL WORKER**

Answers all phone calls and directs the calls to the appropriate staff member. Also, assists with typing, filing and other general clerical duties. See Secretary/Receptionist Job Description for more details.

### **VOLUNTEER FUNDRAISING WORKER**

Works with the Fundraising Committee on initiating and organizing fundraising events. Participates in the activities and solicits community support.

### **VOLUNTEER PUBLIC SPEAKER**

Participates in increasing public awareness by presenting films and information about family violence and sexual assault to community organizations. Assists in distributing publicity announcing Haven House's services and activities.

### **VOLUNTEER BUILDING MAINTENANCE WORKER**

Assists the Shelter Coordinator in painting, cleaning, repair and other special projects.