



Volunteer Application

Active Generation's Mission is to promote positive aging for the older adults and to enhance the quality of life for all generations through our programs, services and education.

We are able to do this through the support of the community and the hundreds of volunteers who share their time and talents with others.

Thank you for your interest in our wonderful programs!

*"Everybody can be great, because anybody can serve."
Martin Luther King, Jr.*

Volunteer Application



Date: _____

Name: _____ Birth Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Cell Phone: _____

Emergency Contact: _____ Phone: _____

Reason For Wanting To Volunteer: _____

Skills & Interests:

Educational Background: _____

Current Occupation: _____

Foreign Language Fluency: ____ Spanish ____ German ____ French ____ Russian ____ Other

Hobbies, Interests, Skills: _____

Previous Volunteer Experience: _____

Please check the boxes below that best describe your work style and interests:

I prefer to:

- ☐ work alone
- ☐ work with other people
- ☐ Work both alone & with other people,
Depending on the job

I like

- ☐ hands-on work
- ☐ committee/group work
- ☐ telephone & data entry

I like my job supervisor to:

- ☐ supervise my work closely and give lots of
feedback
- ☐ teach me a job and then let me do it on my own
- ☐ check in with me often
- ☐ check in only to see the end result

My skills include:

- ☐ teaching and facilitating
- ☐ planning & organizing
- ☐ writing
- ☐ photography
- ☐ arts & crafts
- ☐ general office support
- ☐ finance
- ☐ marketing
- ☐ hosting
- ☐ computer work
- ☐ telephone work
- ☐ fundraising
- ☐ other _____

I work best:

- ☐ under pressure
- ☐ with a great deal of advance planning and time
- ☐ when there is a lot of freedom in how the job
gets done
- ☐ when there is a strict method for doing the job
- ☐ with plenty of opportunities to ask questions
- ☐ when I have one job to do at a time
- ☐ when I juggle several different jobs/events at
the same time

I am interested in:

- ☐ a short term commitment (<month)
- ☐ ongoing (weekly commitment)

- ☐ occasional special events
- ☐ other _____



Check Out All Of The Fun Possibilities!

Check any of the volunteer possibilities you are interested in and we will call you soon!

Leadership

- ☐ Activity Advisory Board
- ☐ BRIDGES; ERC Advisory Board
- ☐ Nutrition Advisory Board
- ☐ Daybreak Advisory Board
- ☐ Workers on Wheels Advisory Board
- ☐ Public Relation Committee
- ☐ Special Event Committee
- ☐ Fundraising
- ☐ Special Interest Club Leader
(Card Clubs, Hiking Club, Writing Club)
- ☐ Create your own program / club

Recreation & Education

- ☐ Teach Exercise Classes
- ☐ Teach Craft Classes
- ☐ SeniorNet Computer Instructor
- ☐ Host (Hospitality Director)
- ☐ Coffee Shop
- ☐ Gift Shop Volunteer
- ☐ Bingo Volunteer
- ☐ Entertaining
- ☐ Making Crafts (at center or in your own home)
- ☐ Fitness Room Mentor
- ☐ Educational Class Instructor

Special Events

- ☐ Center Decoration
- ☐ Assist with Singles Club
- ☐ Assist with Center Dances (Tues Nights)
- ☐ Assist with Center Fundraisers
- ☐ Donate Baked Goods
- ☐ Assist with Gourmet Guys
- ☐ Assist with Grandparents Day
- ☐ Assist with Waffle Breakfasts
- ☐ Assist with Tree of Love Project
- ☐ Assist with Annual Christmas Dinner
- ☐ Assist with 12 Days of Christmas
- ☐ Assist with Center Rummage Sales

Administrative Support

- ☐ Assist with Volunteer Coordination
- ☐ Trip Planning & Coordination
- ☐ Talent Scout, Volunteer Recruitment
- ☐ Word Processing
- ☐ Filing/Mailing
- ☐ Database Entry
- ☐ Special Project
- ☐ Bulk Mailings
- ☐ Computer Tech Volunteer
- ☐ Videographer Volunteer

One/One Opportunities

- ☐ Center Ambassador
(Welcome phone-calls, new member socials)
- ☐ Blood Pressure Screenings
- ☐ BRIDGES: ERC (Employment Counselor)
- ☐ Care Caller (Telephone Assurance)
- ☐ Computer Tutor (1:1)
- ☐ Errand Runner
- ☐ Project StoryKeeper (Interview clients)
- ☐ Workers On Wheels (2ND application required)

Nutrition Program

- ☐ Meals On Wheels Driver (Delivery)
- ☐ Meals on Wheels (Packing Meals)
- ☐ Lunch Cashier
- ☐ Lunch Room Host/Hostess
- ☐ Administrative Assistant

Daybreak – Adult Day Care

- ☐ Activity Aide
- ☐ Lunch Aide
- ☐ Musical Entertainment
- ☐ Craft Leader
- ☐ Card Player
- ☐ Friendly Visitor
- ☐ Seasonal Decorator

Building & Grounds

- ☐ Light Housekeeping (Weekdays)
- ☐ Painting
- ☐ Lawn/Shrubbery Care
- ☐ Indoor Plant Care
- ☐ Table/Chair Set-up & Tear Down

Other: _____

Availability:

At what times are you available for volunteering?

_____Mornings _____Afternoons _____Evenings

_____Mondays _____Tuesdays _____Wednesdays _____Thursdays _____Fridays _____Saturdays

How did you hear about us? _____Advertisement _____From Member

_____HELPLine Center _____Referred by friend _____Other _____

List Name and Phone of two personal references:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY: THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MAY VOLUNTEER THROUGH ACTIVE GENERATIONS AND OTHER ASSOCIATED PROGRAMS THEY MAY HOUSE.

- 1.) I certify that the facts set forth in this application are true and complete. I authorize investigation of the statements that I have made. I hereby release from any and all liability all representatives of Active Generations for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications. I hereby further authorize any party having information bearing upon my qualifications for referral and placement to release such information to Active Generations in good faith and without malice including other privileged or confidential information. I understand that any false statements on this application shall be sufficient cause for denial of volunteering or summary dismissal.
- 2.) I understand that the unlawful, manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited when volunteering. Violation of this policy may result in my release without notice.

Signature of Applicant

Date

Volunteer Director

Date



Office Use:

_____Interviewed: _____ Position Confirmed: _____

_____Orientation Completed _____Name Tag Given _____Volgistics

_____Job Description _____Picture _____Newspaper _____Thank You