



**Safe Passage**  
2335 Robinson St.  
Colorado Springs, CO 80904  
Phone: 719-636-2460  
Fax-888-273-8796

## Family Support Volunteer Application

Date \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Maiden Name/ Former Last \_\_\_\_\_ DOB \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_ **Emergency Phone Number** \_\_\_\_\_

**Are you a student requiring class credit or internship/volunteer hours?**

NO  YES: Number of required hours \_\_\_\_\_ Required Completion Date \_\_\_\_\_

**How did you learn about our volunteer program?** \_\_\_\_\_

**Please explain why you are interested in Safe Passage as a volunteer opportunity:**

\_\_\_\_\_  
\_\_\_\_\_

**Please list your last two employers or volunteer positions (List current/most recent first):**

**1. Business Name** \_\_\_\_\_  **Volunteer**  **Employed**

Starting Date \_\_\_\_\_ End Date (or N/A if current) \_\_\_\_\_

Job Description \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

**2. Business Name** \_\_\_\_\_  **Volunteer**  **Employed**

Starting Date: \_\_\_\_\_ End Date (or N/A if current) \_\_\_\_\_

Job Description \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

**Please list three references (Email Preferred):**

Please refrain from listing family members or significant others. We will ask questions about your interactions with children or youth and your general work ethic. **Please select references accordingly.**

**Reference 1:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Reference 2:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Reference 3:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Availability:** Please check all that apply. We generally schedule one - two shifts per week, and prefer consistency.

\*We understand student schedules are subject to change, specifically at semester.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<input type="checkbox"/> 8:00 – 12:30	<input type="checkbox"/> 8:00 – 12:30	<input type="checkbox"/> 8:00 – 12:30	<input type="checkbox"/> 8:00 – 12:30	<input type="checkbox"/> 8:00 – 12:30
<input type="checkbox"/> 12:30 – 5:00	<input type="checkbox"/> 12:30 – 5:00	<input type="checkbox"/> 12:30 – 5:00	<input type="checkbox"/> 12:30 – 5:00	<input type="checkbox"/> 12:30 – 5:00

For volunteers only (not interns) there may be an optional shift of 11:00am – 3:30pm

Due to the nature and sensitivity of the investigations which take place at Safe Passage, we ask all volunteers to sign an Agreement of Confidentiality and agree to a criminal background check.

Are you willing to undergo a criminal background check? \_\_\_\_\_

Are you willing to sign an Agreement of Confidentiality? \_\_\_\_\_

**I hereby certify that all statements made on this application are true and correct to the best of my knowledge. I understand that by submitting this application, I authorize Safe Passage, Inc. to make inquiries concerning my character, police records, and background for the purpose of determining my suitability as a volunteer. I understand that all information will be held in the strictest confidence.**

**I also understand that Safe Passage, Inc. may terminate my volunteer services without cause at any time.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **Agreement and Understanding of Duties**

**POSITION:** Family Support Volunteer

**SUPERVISOR:** Volunteer Coordinator

### **PURPOSE OF POSITION:**

Welcome families and professionals to Safe Passage and assist the Staff to provide a child-friendly, private, comfortable and supportive environment for child victims of abuse.

### **COMMITMENT:**

(Flexible) One 4-5 hour shift per week. Commitment term of at least **6 months** requested. Shifts are typically **8:00-12:30, 11:00-3:30 (volunteers only), or 12:30-5:00** on weekdays (M-F) and remain consistent week to week.

### **DUTIES:**

1. Greeting and answering questions for families as they arrive at Safe Passage; becoming the obvious, visible presence in the waiting area for children, teens, and their families.
2. Provide age appropriate and companionable playroom supervision, providing snacks, drinks, and playroom cleanup.
3. Sitting and conversing with teens in the waiting area.
4. Daily duties **will include** stocking snacks/supplies, sanitizing toys and high traffic areas, organizing and straightening guest and stock areas, and other tasks relating to our basic functioning.
5. Other tasks may include but are not limited to: copying, shredding, addressing/stamping mailings, assembling pamphlets/handbooks, or assisting with general clerical duties.
6. Taking initiative to find special/extra projects when there is downtime.
7. **Ability and willingness to accept the most effective role at any given time.**

### **BASIC REQUIREMENTS:**

1. Complete an application and provide three references as stipulated.
2. Be eighteen (18) years of age or older.
3. Possess no felony convictions, nor be listed on the Central Registry for Child Protection.
4. Must understand confidentiality and the personal commitment to maintain confidentiality at all times. Must sign a confidentiality statement.
5. Participate in a pre-service interview with the Volunteer Coordinator.
6. Have access to reliable transportation and to telephone.

### **SKILL/ABILITY REQUIREMENTS:**

1. **Individuals with skills and/or professional experience in working with children and teens preferred.**
2. Consistently keep all meetings and volunteer shift commitments as agreed upon.
3. Ability to establish rapport and create comfort level with children and accompanying caregivers.
4. Conduct oneself in a professional manner at all times when representing Safe Passage.
5. Maintain a positive and accepting demeanor when relating to others of varying backgrounds and life circumstances.
6. Maintain confidentiality in all information pertaining to clients and cases.
7. Ability to communicate effectively and professionally both verbally and in writing.
8. Willingness to volunteer within the guidelines, policies and standards of Safe Passage.

**I have read and agree to the terms above. I understand the duties and expectations of this volunteer role.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date