



Huckleberry House Volunteer Training Packet

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1. Please read all information carefully.



2. On the Volunteer Application please complete all questions.



3. Please sign the Volunteer Application.



4. Please sign the Reference Verification Authorization form.



5. In addition to volunteering at Huckleberry House, there are plenty of other ways to help! At the end of this packet we've listed some other ways you can help support us.

Huckleberry House Information

Huckleberry House has been serving youth and families in the Columbus area for 40 years! We work hard to provide a safe place for teens in crisis. Our shelter serves over 600 youth a year and while the shelter is our primary program, we also provide support to youth through our Counseling Center, the Transitional Living Program as well as our Youth Outreach Program.

When Huckleberry House first began working with young people in 1970, we were staffed primarily by volunteers. Because of that experience we recognize the value of a volunteer both for our staff and the youth and families we are supporting through a difficult time. Our staff depends on extra hands that makes everything we do here more effective. We are grateful to have the support and dedication of volunteers who support our work and assist us in working towards our mission of reaching young people and their families to build stronger lives. We would like you to join us in making a difference in a young person's life!

You can start by filling out this application and registering for an upcoming orientation. If you have any questions please feel free to email me at cscott@huck-house.org or call 294-8097.

Chrissy Scott

Development Coordinator



Reaching young people and their families to build stronger lives.

614•294•8097

Crisis Hotline
614•294•5553

www.huckhouse.org

1421 Hamlet St.
Columbus, OH 43201

FAX 614•294•6109

Volunteering at Huckleberry House

At Huckleberry House we have a vision that our volunteers will become a vital part of our team to accomplish our goal of strengthening families around Columbus. Our goal is for our volunteers to see their importance to our mission and to welcome them into our team. Please join us as we reach out to young people and their families! Below are various different roles volunteers take part in.

CRISIS

PROGRAM ACTIVITIES VOLUNTEER

Participates in activities with youth; occasionally facilitates groups with youth. Activities may vary in creativity. Arts and crafts, movie night, educational groups or cooking activities.

Training: Introductory training, schedule 2 observation shifts during the week

Commitment: at least a 6 month commitment

FACILITY SUPPORT VOLUNTEER

Assists in preparing lunch and dinner for youth

Training: Introductory training, schedule 2 observation shifts with one being during a meal time, during the week

Commitment: at least a 6 month commitment

HOMEWORK ROOM ASSISTANT

Monitors and assists youth in the homework room

Training: Introductory training, some computer knowledge, schedule 2 observation shifts during the week

Commitment: at least a 6 month commitment

CRISIS HOTLINE VOLUNTEER

Answers the telephone and hotline in the crisis center

Training: Introductory training, a month of regularly scheduled volunteer hours totaling 12 hours and an interview with Program Director

Commitment: at least a 6 month commitment

ADMINISTRATION

ADMINISTRATIVE ASSISTANT

Assists staff with filing paperwork and data entry in administrative and crisis buildings

Training: Introductory on-line training, meet with receptionist for an orientation

Commitment: at least 6 months

FRONT DESK RECEPTIONIST

Answers telephones and greets clients arriving for counseling in the outpatient counseling center

Training: Introductory on-line training, meet with receptionist for orientation, schedule available only on Tuesday and Thursday evenings

Commitment: at least 6 months

EVENT COMMITTEE

Work with Development Coordinator to help plan upcoming events. No formal training necessary. Work with Coordinator and team on various tasks in preparation for event.

HOLIDAY COMMITTEE

Assist in collecting holiday gifts for youth and families. No formal training necessary. Talk with Coordinator in late October to plan.

TRANSITIONAL LIVING PROGRAM

HOME AWAY FROM HOME

Commits to supporting and encouraging a young person in the TLP program with monthly small gifts such as home baked cookies or notes of inspiration and support (see more details in the volunteer packet)

Training: none necessary

Commitment: One year



VOLUNTEER APPLICATION

I. Contact Information

Name	Click here to enter text.
Street Address	Click here to enter text.
City, State, Zip Code	Click here to enter text.
Home Phone	Click here to enter text.
Work Phone	Click here to enter text.
Cell Phone	Click here to enter text.
Email Address	Click here to enter text.
Date of Birth (for background check)	Click here to enter a date.
SSN# (for background check)	Click here to enter text.

II. Relevant Recent Volunteer and Work Experience

Location	Dates	Brief Job Description
1. Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Click here to enter text.	Click here to enter text.
3. Click here to enter text.	Click here to enter text.	Click here to enter text.

III. Other Essential Information

A. Have you ever been convicted of a felony? (Conviction does not automatically keep you from consideration as a volunteer.)

Yes No

B. If you answered "Yes" to question "A", please explain.

IV. Special Skills, Education, Training or Qualifications and Interest Questions

Summarize special skills, education, training, and qualifications or other experience you have acquired that is relevant to volunteering at Huckleberry House. This helps us determine your compatibility with the volunteer placements under consideration.

Why do you want o volunteer at Huckleberry House?

What drew you to work with young people?

What is it about you that will make young people want to work with you?

How will you feel when dealing with a young person who clearly violates values you feel are important?

IV. Availability

When are you available for volunteer assignments?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

VI. Interests

Please check all volunteer positions you are interested in. Please see the Volunteer Packet for position descriptions.

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Crisis hotline volunteer
<input type="checkbox"/> Facility support worker
<input type="checkbox"/> Homework room assistant
<input type="checkbox"/> Event Planning/Holiday gift | <input type="checkbox"/> Program activities volunteer
<input type="checkbox"/> Administrative assistant
<input type="checkbox"/> Front desk receptionist
<input type="checkbox"/> TLP Home Away From Home |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

VII. Person to Notify in Case of Emergency

Name	Click here to enter text.
Street Address	Click here to enter text.
City, State, Zip Code	Click here to enter text.
Home and/or Cell Phone	Click here to enter text.
Work Phone	Click here to enter text.
Email Address	Click here to enter text.

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	Click here to enter text.
Signature	Click here to enter text.
Date	Click here to enter a date.

Our Policy and Confidentiality

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

Huckleberry House is an advocate for respecting the privacy of clients and hold in confidence all information obtained in the course of professional service.

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

**REFERENCE VERIFICATION
AUTHORIZATION**

**SOCIAL SECURITY NUMBER VERIFICATION, CRIMINAL BACKGROUND
CHECK AND MOTOR VEHICLE RECORDS CHECK**

“I hereby authorize any of the persons or organizations referenced in this Employment Application and/or accompanying resume to give **Huckleberry House, Inc.** or its agents, any and all information concerning my previous employment, education, or any other information that they may have, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to them. This authorization does not include release, or other prohibited use, of disability and medical related information prohibited in pre-employment inquiries by the Americans with Disabilities Act (ADA).”

“Additionally, I authorize **Huckleberry House, Inc.**, or its agents, to request and receive background investigative information about me which may include areas such as a Social Security Number Verification, Criminal Background Check and Motor Vehicle Records Check prior to employment and at the discretion of **Huckleberry House, Inc.**, throughout my employment. In order to ensure the integrity of the verification process, I am voluntarily providing my birth date (mm/dd/yy); [Click here to enter a date.](#)”

Applicant Signature

Applicant Printed Name

Date

Orientation		
Date	Time	Place

Other Ways You Can Help Support Huck House



1. Donate using
2. Participate in the **Kroger Community Rewards Program**. Just log on to <http://www.krogercommunityrewards.com/> and enter our code **84228**. Every time you swipe your card at Kroger, Kroger gives us money!!
3. Donate items for programs to use:

Current Huck House Wish List	
Crisis Program	Transitional Living Program
Socks T-shirts/ Underwear Cleaning Supplies Toiletries (deodorant, toothpaste, soap, shampoo, etc.) Art Supplies Board Games	Pillow- Standard Pillow Cases- Standard Twin Comforter Twin Sheet Sets Hand Towels Large Towels Wash Cloths Fabric Softener Shower Curtain (w/rings) African American Hair Products(shampoo, conditioner, hair gel/grease, children's shampoo & conditioner) Pot & Pan Sets Vacuum- Stick Vac Telephones Alarm Clocks Ironing Board & Irons Toasters
Parenting Program	
Diapers (size 1-5) Pull-ups (ALL Sizes)	