

Neighborhood Place of Puna Volunteer Information

Dear Volunteer Applicant

Welcome to the Neighborhood Place of Puna (NPP). Thank you for your interest in becoming a volunteer with NPP. Below you will find core information about Neighborhood Place of Puna as well as volunteer expectations. As an applicant for a volunteer position with NPP, please keep in mind as you read through the volunteer information, the main goal of NPP is to prevent child abuse and neglect.

About Neighborhood Place of Puna

Neighborhood Place of Puna (NPP) is a 501(c)(3) non-profit organization that began 10 years ago as a collaborative effort of agencies and community members to address the high rate of child abuse in Puna.

Neighborhood Place of Puna is one of the very few programs that East Hawaii families can turn to for support when things begin to get out of control and they recognize they need help as parents and as a family. NPP provides consistent, ongoing, in-home, family strengthening services that may include: financial literacy training, basic parenting skills, age appropriate discipline, basic hygiene and life skills, connecting parents to available resources, advocacy, helping parents understand their children's developmental stages, and the importance of structure and routine in the home, etc.

Mission Statement

Empowering families and communities in Puna by building strong foundations through healthy relationships that value each person's uniqueness.

Volunteer Needs

Volunteers are needed in the following areas:

- **Food Pantry:** Stock shelves, bag rice, organize pantry.
- **Community Events:** NPP participates with many community events throughout the year. Tasks include information table set-up and break-down, implementing crafts, games, and/or activities to youth and adults, handing out NPP and other information. Please note most events are on weekends.
- **Pre Event Prep:** Tasks include preparing (copying, sorting) information, preparing (cutting, copying, sorting, organizing) crafts.
- **Sports Rescue Program:** Assist with collecting new or gently used sports equipment. Assist with sorting and cleaning sports equipment. Other tasks assigned by Sports Rescue Coordinator.
- **Other:** Includes clerical and light phone.

Volunteer and Neighborhood Place of Puna Expectations

Neighborhood Place of Puna expects from its volunteers the following:

- An enthusiastic desire to work with NPP.
- Reliability, punctuality, and all the traits of paid professional employee.
- Positive patterns of behavior, attitudes and emotional maturity
- Leadership ability.
- Acceptance of job responsibility.
- The ability to serve as a positive role model.

A volunteer of Neighborhood Place of Puna can expect from NPP:

- That NPP is mission driven.
- That your work and contribution to NPP will have meaning and impact in the community.
- Respect as an individual and as a staff person.
- Support and encouragement from paid employees.
- Comfort in the work and job assigned.
- To be appreciated for your efforts.
- Provided help to meet your goals.
- Have your achievement recognized.

Availability

When are you interested in volunteering hours? (Please Circle) Flexible Weekends Weekdays

What time of the day are you interested in volunteering? (Please Circle) Days Evenings

Are there specific hours you are available? (Please list) From _____ AM / PM To _____ AM / PM

Are there specific hours or days you are not available? (Please list) _____

Are there specific interests, skills or area of expertise you can bring to our organization? _____

How did you hear about Neighborhood Place of Puna? _____

Why are you interested in becoming a volunteer with Neighborhood Place of Puna? _____

Area in which you would like to volunteer (circle all that apply):

Community Events

Pre-Event prep

Sports Rescue

Food Pantry

Signature

Date

Print Name

Volunteer Disclosure & Release Form

By signing the Volunteer Disclosure and Release form the applicant agrees:

1. To complete the Volunteer Application with factual information.
2. To disclose any criminal offenses and/or convictions relating or equivalent to:
 - Murder
 - Child Abuse
 - Rape
 - Child Pornography
 - Kid Napping of a child
 - Child Neglect
 - Any sexual offense, involving a minor, non-consenting adult, or person who is mentally disabled, incapacitated or physically helpless
 - Unlawful manufacture, distribution, or dispensing of drugs or any illegal substance
3. To complete a successful background investigation.
4. To allow for the release of information to appropriate law enforcement agencies in order to conduct a background investigation.
5. To agree to disclose any future criminal convictions or violations.
6. To acknowledge the staff of Neighborhood Place of Puna will complete an inquiry regarding references and previous volunteer experiences.
7. To acknowledge that if any background and/or general information inquiry discloses any misrepresentations on the Volunteer Application that indicates an individual is not suited for voluntary service for Neighborhood Place of Puna, the applicant shall be denied the voluntary position. or, if already placed, the volunteer employee will be immediately discharged.

Volunteer Applicant Name (please print) _____

Volunteer Signature _____ Date _____

Driver's License Number _____ State of Issue _____

Social Security Number _____

Release of Liability and Assumption of Risk

I, _____, hereby acknowledge, that I have voluntarily applied to be a volunteer at Neighborhood Place of Puna.

I understand and acknowledge the Neighborhood Place of Puna is a 501 c (3) non-profit organization. All funds of Neighborhood Place of Puna are used specifically for the direct benefit and service to its clients; therefore, if I am injured while acting as an unpaid member of the staff in any capacity whatsoever, I realize and am aware **my own health insurance coverage** will provide for any necessary medical treatment of care.

I hereby agree to assume any and all risks entailed in my volunteer activities and release Neighborhood Place of Puna, its respective agents, directors, and employees and any and all volunteers, their respective successors and assigns from and against my and all liability arising out of or connected in any way with my participation as a volunteer with Neighborhood Place of Puna. It is further understood and agreed that this waiver, Release of Liability and Assumption of Risk, is to be bound on my heirs and assigns.

Signature

Date

Print Name