

Sea Haven Volunteer Responsibilities

GENERAL:

- Complete all background checks: SLED, Central Registry, Sex Offender list, and driver's record before volunteering in any Sea Haven program
- Provide necessary references during the application process
- Respect and abide by the Sea Haven policies and procedures
- Represent a positive role model and friend, while understanding boundaries
- Maintain confidentiality of all programs and participants
- Contact Sea Haven staff in a reasonable amount of time, if unable to participate
- Communicate openly and consistently with Program Directors/Managers and/or Executive Director
- Maintain a presentable and neat appearance when volunteering with the Sea Haven programs (dress code policy will be followed)

VOLUNTEER RESPONSIBILITIES:

- Provide tutoring sessions for youth on weekly basis in the Sea Haven programs, along with staff supervision.
- Assist in teaching youth basic computer skills
- Participate in reading sessions with participants in the programs and/or afterschool reading programs with Street Outreach
- Assist in basic life skills instruction and training
- Participate in recreational/educational activities associated with programs
- Participate in Safe Place project by participating in site inspections with Shelter Outreach Coordinator
- Participate in speaking engagements and presentations with Outreach staff
- Lead a fundraiser or food/clothing drive with school clubs
- Participate in program fundraisers by assisting with collecting donations

Note: A volunteer may be asked to terminate his/her responsibilities with the Sea Haven programs at any time by the Program Director and/or Executive Director.

Volunteer Signature: _____ Date: _____

Sea Haven Staff: _____ Date: _____

SEA HAVEN, INC.
PO BOX 600
NORTH MYRTLE BEACH, SC 29597

Telephone: 843-399-4045

APPLICATION FOR VOLUNTEERS

Name _____ Date of Birth _____ SS# _____ - _____ - _____

Address: _____ Telephone# _____

Email Address: _____

EDUCATION (CHECK OFF)

In School ___ High School Diploma ___ GED ___ AA Degree ___ BA Degree ___ MA Degree ___

Additional Special Training: (Give brief outline): _____

Special Studies: (Give details): _____

Last Employed: _____
Company Dates: From/To Job position

PLEASE LIST THREE (3) CHARACTER REFERENCES

*Name: _____ Telephone # _____ Relationship _____

Address: _____

*Name: _____ Telephone # _____ Relationship _____

Address: _____

*Name: _____ Telephone # _____ Relationship _____

Address: _____

Availability

Days and hours you can volunteer:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Sat _____

Do you have access to transportation after school? _____ On Weekends? _____
Y or N Y or N

When is it easier for you to volunteer: weekdays or weekends? _____

What are your hobbies? _____

What skills or training do you have? _____

Why do you want to volunteer with Sea Haven Inc.? _____

Which program are you most interested in?



Do you have a South Carolina driver's license? _____

When can you begin volunteering? _____

Please note: Sea Haven must submit your name and identifying information to the South Carolina SLED, SC DSS, Sex Offender Registry and Driver's record as a security background check and receive clearance before you can do any hands on work with youth.

I verify that the information provided is accurate. I am interested in doing volunteer work for Sea Haven Inc. without pay.

Signature _____ Date _____

What Are Your Interests?

Sea Haven Volunteer Preference Checklist

Name: _____ Phone: _____

Address: _____

As a volunteer, you may have preferences regarding the tasks you wish to perform or special skills you may possess. Please review the following list and circle all that appeal to you.

I would rather work with youth who are:

Age: 5 to 10 years old	Boys/in small groups
11 to 15 years old	Girls/in small groups
12 to 17 years old	Girls/individuals
(Prefer to work with adults)	Boys/individuals

I would prefer to volunteer for:

Specific one or two day events	(and/or if you are a youth):
Short term- 1-2 week programs	Peer counseling
On-going scheduled activities	Peer informational presentations

I would like to be involved in activities which are:

- Recreational/arts, crafts, music, journalism
- Recreation/field trips
- Recreational/physically active, specifically _____
- Educational/tutoring
- Educational/computer learning
- Educational/reading
- Educational/math
- Educational/science
- Educational/_____
- Public Relations/speaking to groups
- Public Relations/preparation of PR materials
- Public Relations/distributing PR materials
- Fund raising, specifically _____
- Clerical
- Mentoring

I have some special skills I would like to use as a volunteer:

If chosen to volunteer as an on-going participant in the Sea Haven Program, you will be given a volunteer application to complete. *We thank you for your interest!*

STATEMENT OF CONFIDENTIALITY

I, the undersigned volunteer, hereby acknowledge that by accepting interacting with Sea Haven, Inc. that I have read and understand Sea Haven's policies regarding confidentiality and promise the following:

- to act in accordance with Sea Haven's policies on confidentiality at all times;
- to not disclose confidential information to any unauthorized person(s) or agency or discuss confidential information in circumstances where unauthorized person(s) might overhear;
- to carefully safeguard all confidential documents and records and release them only to authorized person(s).

I understand that by divulging confidential information to unauthorized person(s), I will be subject to civil or criminal actions, fines, and/or dismissal of volunteer duties.

_____ Date : _____
Volunteer Signature

Witnessed by:

_____ Date: _____
Volunteer's Supervisor