



Volunteer Application

Mountain Resource Center's Story

2018 marks Mountain Resource Center's 28th year serving and supporting the mountain areas of Conifer, Evergreen, Bailey and many other surrounding communities, including Jefferson, Park, Gilpin, and Clear Creek counties. Mountain Resource Center is a community based nonprofit organization that provides an array of integrated services that include Emergency Support Services, Family Education, Workforce Services, Veterans Support, and Disaster Relief.

Mission Statement

We strengthen our community with services that empower people.

Vision

Neighbors helping neighbors achieve their potential.

Values

Along with the mission and vision statements, we also want to lay out the values that are essential to our continued success: compassionate, inclusive, collaborative, creative, and credible.

- **Compassionate:** We are dedicated to improving the lives of those we serve and to treating each other with care and respect.
- **Inclusive:** We respect, affirm, include and help those in need regardless of ethnicity, race, age, sex, color, religion, national origin, disability, military status, genetics, ancestry, creed, gender identity or expression, and sexual orientation, marital status or citizenship.
- **Collaborative:** We work together as one Mountain Resource Center family, in partnership with other organizations, and always embrace diversity and inclusiveness.
- **Creative:** We seek new ideas, are open to change and always look for better ways to serve those in need.
- **Credible:** We act with integrity, are transparent guardians of the public trust, and honor our promises.

HOW DO I SUBMIT MY APPLICATION?

Mail: Mountain Resource Center P.O. Box 425 Conifer, Colorado 80433 OR

Email: shirley@mrcco.org OR **Fax:** 303-816-9375

Please feel free to contact the Volunteer Coordinator at 303-838-7552 x. 11

Volunteer Application



CONTACT INFORMATION

Name:	Date of Application:	
Street Address:		
City:	State:	Zip:
Home phone number:	Cell number:	
Email address:		

Please indicate your area of interest. Feel free to mark as many as you like.

- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> Resale Store | <input type="checkbox"/> Early Childhood Ed. | <input type="checkbox"/> Workforce | <input type="checkbox"/> Telephone Advocate |
| <input type="checkbox"/> Special Events
(Bowls After Dark, Holiday Party,
School Supplies, Veterans' Rendezvous) | <input type="checkbox"/> Office Assistance | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Food Pantry |

Please indicate the days of the week and times you are available to volunteer by placing an "x" in the appropriate boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Here is what's presently needed:

- Resale Store Sales
- Resale Store Donation Room Help
- Office Work Assistance
- Help with Client Events
- Help with Fundraising Events
- Help in our Early Childhood Classes

We Need You!

WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, all adult volunteer positions must successfully complete a criminal background check every 3 years. Mountain Resource Center does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process.

Background Check

Date of Birth: _____ Social Security Number: _____

Have you ever been convicted of a felony? _____ yes _____ no

If yes, please explain: _____

PRIVACY & PROTECTION OF INFORMATION:

Security of information is extremely important to us. Once you have provided your date of birth and social security number in order to perform the background check, this personally identifiable information will be immediately destroyed. All information submitted is available to and accessed by only relevant personnel. Information is never sold or shared outside of Mountain Resource Center.

As an applicant I authorize release of any and all information that you have concerning me, including CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, Mountain Resource Center, the State of Colorado and others from any liability or damage, which may result from furnishing this information. I understand that any offer of volunteering is contingent on a satisfactory background investigation. I also understand that the results of the background check will be kept in my permanent file if I become a volunteer. I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

Signature

Date

VOLUNTEER/WORK HISTORY

Name of Organization/Employer:		
From:	To:	Job Title:
Duties:		
Name of Organization/Employer:		
From:	To:	Job Title:
Duties:		
Name of Organization/Employer:		
From:	To:	Job Title:
Duties:		

How did you learn about Mountain Resource Center?

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Why do you want to volunteer with us?

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EDUCATIONAL HISTORY

Are you a student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, is volunteer work required for your school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High School:			Required volunteer hours?		

PROFESSIONAL TRAINING OR AREAS OF EXPERTISE/EXPERIENCE (Please explain certifications, licenses, publications, or other related items.)

COMMUNITY AFFILIATIONS (clubs, service organizations, etc.)

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EMERGENCY CONTACT

Name:	Phone Number:
Relationship:	Alternate Phone:

Do you have any medical conditions of which we should be aware?

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Notification and Agreement (Please read before signing):

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACTS ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF VOLUNTEER OPPORTUNITIES, OR DISMISSAL FROM VOLUNTEER WORK REGARDLESS OF WHEN OR HOW DISCOVERED.

Signature

Date

Mountain Resource Center STAFF NOTES

Volunteer Team	Supervisor
Committee or Position	Date Began Volunteering:
Background Check Approved: (date/initial)	
Notes:	

VOLUNTEER POLICIES

Volunteers are essential to the operation of Mountain Resource Center. Volunteers supplement positions for which funds are limited or not available and they act as the conduit between the community and the Center. They bring in new ideas, vitality, consumers, education and more volunteers. Thank you so much for sharing your time and talents today with our community by volunteering your time and talents with Mountain Resource Center.

Specific Assignment

I agree to perform my duties as specified in the volunteer description. In addition, I will follow the rules and regulations established for the specific area I am asked to cover. Any questions outside of the realm of my volunteer status will be directed to my supervisor or a Mountain Resource Center Staff Member.

Volunteer Hours Reporting

Due to the nature of non-profit services provided by the Mountain Resource Center, it is important that we accurately track and report all volunteer hours. It is your responsibility to submit a monthly "Hours Report" to your supervisor.

In addition to reporting your actual hours, it is also important to notify your immediate supervisor if you are going to be late or are unable to cover a shift, event or other time slot that you have agreed to volunteer.

Confidentiality

Our clients and other parties with whom we do business entrust the Mountain Resource Center with a variety of personal information, sometimes of a physical, emotional, spiritual or financial nature. It is our policy that all information considered confidential will **not** be disclosed to external parties or to any individual without a "need to know." If there is a question of whether certain information is considered confidential, the volunteer should first check with his/her immediate supervisor.

This policy is intended to alert volunteers to the need for discretion at all times.

All inquiries from the media must be referred to your supervisor.

Drug-Free Workplace Policy

Mountain Resource Center is a drug-free workplace. It is Mountain Resource Center's policy to prohibit the unlawful manufacture, distribution, possession, or use of a controlled substance during company time, on company premises, or other work sites where Mountain Resource Center is being represented. Failure to comply with this requirement will result in dismissal from volunteer services.

Alcohol distribution, dispensation, possession or use is also prohibited unless deemed appropriate by a supervisor for an authorized event.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature

Date