



## Volunteer Application

Date \_\_\_\_\_

Circle Program:

BA FE ABE CD HC CNP

### Personal Data (please print or type)

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Is it okay to text you? yes / no

Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Employment (current or previous)

Employer: \_\_\_\_\_ Dates employed from \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

General duties performed: \_\_\_\_\_

### References

List three persons **not related** to you who can recommend you for this position. If you have previous experience as a volunteer, one reference should be from that organization.

Name	Relationship	Phone Number
1.		
2.		
3.		

### Volunteer Experience (list most recent)

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Date volunteered from \_\_\_\_\_ to \_\_\_\_\_

Job duties:

---

---



**Church Affiliation:** \_\_\_\_\_

How did you hear about Center of Hope?

---

Describe your skills, hobbies, or abilities...

---

---

Describe your relationship with Jesus Christ...

---

---

Hours / Days available to volunteer

---

---

---

---

**Office use only:**

Background Clearance Y N Date \_\_\_\_\_

Date: \_\_\_\_\_



## Steps to being a volunteer:

1. Read Volunteer Packet
2. Complete volunteer application
3. Attend Volunteer Orientation
4. Meet with Assistance/Volunteer Development Manager

**Volunteers are the “heart” of Center of Hope** and we strive to apply a team concept. **Each volunteer has an important role**, whether you are here one hour or every day. When you volunteer, your actions and words have impact on the participants, who are looking to you for compassion and support. To strengthen the team, you will learn to strategize together, pray together, and work together.

## Expectations of volunteers:

- High moral integrity
- Knowledge and compliance to Center of Hope guidelines
- Attendance at on-going volunteer trainings and input at meetings
- Attitude of Christ at the Center when dealing with volunteers, staff, and clients

Thank you for your interest in being a volunteer. Our belief is that God doesn't call the “qualified” to do His work, He “qualifies” the called. You are here because you have a desire to help others. We applaud you for that and will work with you to gain the skills and knowledge you need to be an effective instrument for Him at Center of Hope in ministering to clients.

You are embarking on an exciting journey.....



## ***THANK YOU FOR CHOOSING TO VOLUNTEER AT CENTER OF HOPE!***

### **HOURS OF OPERATION**

Weatherford – 817-594-0266 – 10:00 a.m. to 2:00 p.m. Monday through Thursday.

**Volunteers should arrive no later than 9:45 a.m. to participate in morning devotional.** It is important that we begin our day with prayer and unity. If you must be absent or late for your volunteer commitment, please call the office as soon as possible or email your Director.

The Hope Chest – 817-757-4410 – 10:00 a.m. – 6:00 p.m. – Tuesday, Thursday, Friday, and Saturday  
10:00 a.m. – 5:00 p.m. – Wednesday

### **HOLIDAYS**

Center of Hope will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. The center will also be closed the week between Christmas and New Year's Day.

### **WEATHER CLOSING**

Center of Hope follows the inclement weather procedures of Weatherford ISD, should Weatherford ISD close due to bad weather, the center will close.

### **PARKING**

We strive to be considerate of our participants and our neighboring businesses. Do not park in front of our building or at spaces of neighboring businesses. Remember to lock your car; parking is at your own risk.

Weatherford Center - Please park south of the building or in the plaza parking lot to the far north of the shops. Do not block garbage dumpsters.

### **SIGN IN**

Please sign in and out every time you volunteer. Your volunteer hours are a great tool to demonstrate how our community is at work helping others.



## Our Mission

**We are a Christ-centered ministry dedicated to helping others break the cycle of poverty in Parker County- focusing on relationships and accountability.**

Through our many years of ministry, we have learned through success and failures how to better serve the poor. Below is our basic philosophy in helping our participants:

- We seek to address all areas of personal well-being by assisting with food, financial assistance, mentoring, and sharing our faith.
- Every person has value and we believe relationships are essential to discover the root of the problem
- Short-term assistance has its place to help people experiencing a life crisis. However, when that help is given too long, it can become harmful to the recipient.
- Education, mentoring and accountability are vital components to help someone become self-sufficient.
- It is best to work with people so that they become part of the solution to their needs, instead of relying on someone else to continually meet their needs.

All COH assistance is for Parker County residents and Aledo ISD only and our goal is to be ***temporary assistance*** for participants experiencing a crisis.

When families come to Center of Hope, they receive short-term crisis assistance after an interview process. During the interview, we identify their income and expenses; a Plan of Action is developed with them.

We strive to be a relational ministry where everyone is encouraged to discover their talents and abilities and to find God's purpose for their life. Jeremiah 29:11 – For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.

### Center of Hope Volunteer Areas:

**SHORT-TERM ASSISTANCE** – Providing help for those experiencing crisis

Services offered: Groceries – Hot Meals – Utility Assistance – Medical & Dental Assistance

Volunteers: *Kitchen - Pantry - Data Entry - Office - Participant Advisor*

**EDUCATION AND CAREER DEVELOPMENT** – Restoring HOPE through long-term solutions

Career Development classes offered: Jobs for Life, Computer basics, Financial Management,

Education: High-School Equivalency tutoring (GED/HiSet), Basic English, Basic Literacy, Basic Math

Volunteers: *Office - Life Coach – Class Instructor – Data Entry - Tutor – Childcare for class participants*

**FAMILY EMPOWERMENT** – Building Relationships

Volunteers: *Administration – After-School Teacher – Class Teacher - Mentor - Camp Volunteer*

**OTHER VOLUNTEERS:** *Special Projects - Food Drives – Newsletter mailings - Christmas Food Boxes*



### **STATEMENT OF FAITH**

We believe the **Bible to be the inspired and only infallible, authoritative Word of God**. We believe that there is **one God, eternally existent in three persons: Father, Son and Holy Spirit**. We believe in the **deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His present rule as Head of the Church, and in His personal return in power and glory**. We believe that for the salvation of lost and sinful men, **regeneration by the Holy Spirit**, by whose indwelling the Christian is enabled to live a godly life. We believe in the **spiritual unity of believers** in our Lord Jesus Christ, with **equality** across racial, gender, and class difference.

### **Confidentiality Policy**

Below is the Center of Hope Privacy Promise to Participants:

"All information gathered by Center of Hope is held in the strictest of confidence. Information gathered will be used for internal record keeping of goods and services supplied by Center of Hope. Only authorized employees and volunteers, who are trained in the proper handling of participant information, will be permitted to have access to that data."

It is imperative that each volunteer show respect to our participants and adhere to our privacy policy:

- **Volunteers do not discuss participant information outside Center of Hope.**
- **Volunteers only discuss participant information with other volunteers who are involved in directly assisting that participant.**

**Center of Hope encourages the participation of volunteers who support our mission and beliefs. If you agree with our mission and beliefs, and are willing to be interviewed and trained in our procedures, we encourage you to complete our application.**

The information on your application will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you. Thank you for your interest in our organization.