



Greetings!

We are grateful for your interest in volunteering at The O'Connell House.



Where healing begins and dignity is restored

Potential Volunteers like yourself are vital in helping us achieve our mission and serve those in need more effectively. We understand that volunteering is a choice, and we are honored that you are considering joining our volunteer family. Your commitment to making a difference speaks volumes about your character and desire to create positive change in the world around you.

We place great importance on volunteering within our safe home, as you will likely be interacting with our residents at The O'Connell House. Becoming an O'Connell House volunteer can be lengthy, depending on your role, but it is worth it!

Enclosed are the steps you must follow to complete your enrollment as an O'Connell House Volunteer Team Member. Please note that this is a five-step process.

If you have any questions about our volunteer opportunities or if there's anything else we can assist you with as you consider becoming a part of our volunteer family, please don't hesitate to reach out. We are here to support you every step of the way.

Once again, thank you for your interest in volunteering with us. We look forward to the possibility of working together and making a meaningful difference in the lives of others.

Warm regards,

The O'Connell House Team

RECRUITMENT AND SELECTION PROCEDURES

Recruitment

The O'Connell House uses a variety of different methods to recruit volunteers, including presentations in the community, church visits and by word-of-mouth. We also encourage you to let your friends and family know about our volunteering opportunities.

Applications

As a volunteer, you will be required to complete a Volunteer Application. If you are participating as a volunteer in a one-time event, you will need to fill out the Event Volunteer Form, providing us with your contact information and emergency contact information.

Interviews

Most ongoing volunteer positions require an interview with the Administrative Program Manager and/or Executive Director. Interviews help volunteers clarify the responsibilities of the opportunity and help O'Connell House staff determine if the prospective volunteer is a good fit. If you are participating as a volunteer in a one-time event, then an interview before the event may not be necessary.

References & Background Check

The O'Connell House requires volunteers for ongoing positions (minimum of one year), who have access to the resident population, to undergo a background/criminal records check and sex offender registry check prior to beginning service. The O'Connell House covers the cost of all background and criminal records checks for volunteers. Direct service volunteers undergo a background screening every three years or if there is a break of 18 months between volunteering.

Volunteer Position Descriptions

As a volunteer, you will be given a Volunteer Position Description outlining the specific responsibilities of your role. It is your responsibility to read about your position, gain an understanding of the requirements, and seek any necessary clarification. Signing the Volunteer Agreement Form demonstrates that you are aware of the duties your position entails and agree to perform them to the best of your abilities.

VOLUNTEER SCREENING, ORIENTATION & ONBOARDING PROCESS

Volunteer Screening & Intake Process:

1. Volunteer Application
2. One-on-One Interview with Administrative Program Manager
3. Clearances (e.g., Criminal Background Check, etc.)
4. Group Volunteer Orientation
5. Job-Specific/On-the-Job Training



The O'Connell House Volunteer Application

Prospective volunteers are required to complete an application form for consideration in the volunteer program. Applications are available by emailing administration@theoconnellhouse.org

One-on-One Interview

Prior to being assigned or appointed to a position, all volunteers will be interviewed to determine their suitability for, and interest in, a position. The interview will offer the opportunity to learn more about the prospective volunteer and give the prospective volunteer the opportunity to learn more about The O'Connell House.

Clearance Checks

All regular, ongoing volunteers are required to clear a criminal background check for volunteer positions at The O'Connell House. Any positions involving direct service with resident populations, such as women and children will be required to also undergo an FBI fingerprint check prior to beginning volunteer service.

Group Volunteer Orientation

All ongoing volunteers will be required to complete an orientation to The O'Connell House prior to beginning volunteer service. Orientations are held quarterly. Prospective volunteers will be enrolled in an orientation after completing the one-on-one interview.

On the Job Training

As a new volunteer, you will need to take and submit the certificate of completion for the online modular training program available via [The O'Connell House website](#).

Supervision & Support

As a volunteer, you will have a clearly identified supervisor who will directly oversee your role within the program. This supervisor will be available to you for support and assistance. One-time volunteers will also be informed of their supervisor in case questions or problems arise. The Administrative Program Manager is also a point of contact to support agency volunteers throughout their service.

As a volunteer, you are an essential part of our safe home operations. Therefore, we believe it is very important to recognize the time and effort that you put into your service. Recognition opportunities are always acknowledged.

For volunteer roles that are ongoing, supervisors will reach out to the volunteer bi-annually to evaluate progress, expectations, and ongoing needs of both the volunteer and the organization. Volunteers serving longer than one year will complete an evaluation annually.



VOLUNTEER APPLICATION

FULL NAME: _____ DATE OF BIRTH: ____/____/____

CONTACT METHOD: ☐ Phone ☐ Email ☐ Text PHONE: (____) _____

EMAIL: _____

ADDRESS: _____
(Street) (City, State) (Zip)

EMPLOYER (IF APPLICABLE): _____ TITLE: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

RELATIONSHIP TO YOU: _____

WHICH THE O'CONNELL HOUSE DIVISIONS ARE YOU MOST INTERESTED IN? (Select all that apply)

☐ Education ☐ Administrative ☐ Health ☐ Service

PREFERRED VOLUNTEER ROLE

(Mark all that apply)

☐ Administrative/Clerical ☐ Group Volunteering ☐ Program Evaluation ☐ Community
☐ Event Assistance ☐ Marketing ☐ Resource Development ☐ Community Impact
☐ Grant Review Committee ☐ Unsure

SKILLS

☐ Adobe Photoshop ☐ Adobe In-Design ☐ Microsoft Word ☐ Microsoft Excel
☐ Microsoft PowerPoint ☐ Graphic Design ☐ Copywriting ☐ Event Planning
☐ Fundraising ☐ Advocacy ☐ Photography ☐ Grant Writing
☐ Skilled trade ☐ Community Organizing ☐ Filing/General Office ☐ Program Evaluation

☐ _____ ☐ _____

HIGHEST LEVEL OF EDUCATION: ☐ GED ☐ High School ☐ 2-Year College ☐ 4-Year College ☐ Graduate School

CERTIFICATIONS/DEGREES (if applicable):



What other skills or experience do you bring that you would like us to know about?

Why are you a good volunteer match for The O'Connell House?

Why do you want to volunteer with The O'Connell House? Goals? Hope to Gain?

How did you learn about The O'Connell House volunteer opportunities?

TIME COMMITMENT

HOW LONG ARE YOU INTERESTED IN VOLUNTEERING?

☐ Long-term Ongoing (1 year+) ☐ Short-term Ongoing (one year or less) ☐ Special Events & Projects

HOW MANY HOURS ARE YOU INTERESTED IN VOLUNTEERING? _____ hours a ☐ week / ☐ month

WOULD YOU LIKE TO RECEIVE E-NEWS ABOUT THE O'CONNELL HOUSE? ☐ Yes ☐ No

ARE YOU VOLUNTEERING FOR REQUIRED COMMUNITY SERVICE HOURS? ☐ Yes ☐ No

If yes, please specify the following:

Is Community Service Required for (check one)? ☐ Class/School Credit ☐ Court order

How many hours are you required to complete? _____ What is your service completion deadline? _____

Additional Information You Feel It Would Be Beneficial for Us to Know:

References: List three persons we may call who are NOT family or a friend, but who may be a religious/spiritual leader, teacher, employer, etc.

Name:	Phone Number:
Email:	Relationship:

Name:	Phone Number:
Email:	Relationship:

Name:	Phone Number:
Email:	Relationship:

I hereby give consent to contact my references as listed above.

Print Name _____

Signature _____ Date _____



VOLUNTEER WAIVER & CONFIDENTIALITY AGREEMENT EVENT RELEASE AND CONSENT FORM

THE O'CONNELL HOUSE VOLUNTEER RELEASE AND CONSENT FORM

THIS IS A LEGAL DOCUMENT. PLEASE READ CAREFULLY.

Disclosure: I understand that The O'Connell House volunteer opportunity or event will involve the normal level of risk associated with such a project or event. I agree that this signed form shall waive any rights, claims of responsibility or liability, or cause of action resulting from personal injury in The O'Connell House and agree to indemnify The O'Connell House and its employees or representatives from any such claims.

Medical Care Authorization: At any time, due to such circumstances as accident or sudden illness, I hereby give permission for emergency medical treatment to be obtained for me. I understand that an O'Connell House representative will call my emergency contact prior to leaving or upon arrival at the emergency destination, and that I will be responsible for all related expenses incurred (i.e., ambulance).

Confidentiality: The O'Connell House believes confidentiality is a hallmark of professionalism among staff and volunteers. We therefore agree to:

- Ensure all information privileged or nonpublic is not disclosed.
- Respect the privacy of all individuals in the performance of their The O'Connell House duties.
- Refrain from the use of confidential information gained during our The O'Connell House duties for personal gain.
- Ensure that The O'Connell House computer and management information systems are protected from unauthorized use.
- Respect the wishes of donors that prefer to remain anonymous by not releasing any information unless required to by law.
- Recognize that all information, whether hard copy or electronic, is the property of The O'Connell House and may not be copied or removed without expressed permission.

☐ **Photographic Release:** In the event that I am photographed or filmed for publicity purposes while participating in an O'Connell House project, the photo or video may be used by The O'Connell House or media outlets for promotional purposes.

I understand and agree to The O'Connell House Volunteer Waiver & Confidentiality Agreement Photographic Release.

Print Name _____

Signature _____ Date _____

Volunteer Confidentiality Agreement

I understand that for safety and for legal reasons, all information pertaining to anyone who seeks or has received the services of The O'Connell House must be kept confidential. This includes the identity of those who seek services, their names, gender, age, number of children, addresses, types of services received, and place where services were sought or received, and any other information that could identify the individual. I understand that this information is NOT to be shared with anyone including (other agencies, treatment providers, law enforcement, or the Department of Social Services, etc.).

- I will maintain the confidentiality of those people I meet in The O'Connell House or through O'Connell House programs, including personal details of The O'Connell House staff or other volunteers.
- In addition, because of significant security issues, I understand that The O'Connell House location must be kept confidential.
- I understand that my confidentiality obligation is on-going, and it does not end when my visit to or relationship with The O'Connell House ends.
- I agree to abide by the guidelines above. I understand that failure to respect these confidentiality guidelines may result in me being barred from The O'Connell House programs.
- In addition, depending upon the impact of my confidentiality breach, I may also be subject to civil or criminal liability. This confidentiality agreement was created to ensure the safety and privacy of service recipients, staff, and volunteers.
- I agree to notify a supervisor or the Executive Director immediately if I have questions or concerns regarding this agency confidentiality agreement.

I understand and agree to The O'Connell House Volunteer Waiver & Confidentiality Agreement.

Print Name _____

Signature _____ Date _____

OFFICE USE ONLY

Volunteer Position Placed _____

Date Contacted: _____ Added to Database? (DATE): _____