

PEACE



PLACE

DEAR PROSPECTIVE VOLUNTEER,

Thank you for your interest in becoming a Peace Place Volunteer. Through volunteers such as yourself, Peace Place is able to effect change in the efforts to end domestic violence. Domestic violence can affect anyone, no matter their race, age, gender, income, or educational background, domestic violence knows no boundaries. In order to best serve our survivors in our community, Peace Place recognizes the important of having a diverse group of advocates. By choosing to become a Peace Place volunteer, you are also choosing to become an advocate for survivors of domestic violence.

In order to best ensure the safety of Peace Place staff, volunteers, and clients, a background check is required to become a Peace Place volunteer, additionally, depending on the position, our volunteer coordinator may ask to meet you for an interview before you begin volunteering. Attached, you will find a list of documents to be completed before becoming a Peace Place volunteer. After your documents have been received, the volunteer coordinator will contact you to discuss the next steps to take to become a Peace Place volunteer.

If you have any questions, feel free to contact me by email at: [blunsford@peaceplaceinc.org](mailto:blunsford@peaceplaceinc.org) or call my office at (770) 586-0169.

Thank you again for considering becoming a Peace Place volunteer. I look forward to meeting and working with you soon.

Sincerely,

Britta Lunsford  
Volunteer Coordinator

PEACE



PLACE

**CHECK LIST FOR RECEIPT OF ENCLOSED ITEMS**

**Included in this packet you will find:**

- ❖ Volunteer Job Descriptions
- ❖ Volunteer Application Form
  - ❖ Contract for Volunteers
- ❖ Volunteer Release and Waive of Liability
  - ❖ Release of Criminal History
  - ❖ Confidentiality Agreement

**Items to be completed and returned:**

- ❖ Volunteer Application Form
  - ❖ Contract for Volunteers
- ❖ Volunteer Release and Waiver of Liability
  - ❖ Release of Criminal History
  - ❖ Confidentiality Agreement
- ❖ **Copy of Your Driver's License or a State Issued Photo ID**

Forms should be printed, completed in full, and mailed to:

Peace Place Inc.

Attn: Volunteer Coordinator

PO Box 948

Winder, GA 30680

Questions should be directed to: [blunsford@peaceplaceinc.org](mailto:blunsford@peaceplaceinc.org) or (770)586-0169.

PEACE



PLACE

## VOLUNTEER JOB DESCRIPTIONS

**Babysitting and Childcare Activities:** Volunteers will have toys, books, and children's movies and videos available. Babysitters are needed for all children on some evenings so that the women can attend their support group meetings. Babysitters are also needed so the mothers can work, attend appointments and meetings, and run errands.

**Expert Volunteers:** We are always in need of volunteers who can provide a special training or free service such as hairdressers, car maintenance instructors, dentists, yoga instructors, horse therapy assistants for children, Mary Kay make-up artists, job skills coaches, financial planners, etc.

**Hotline Volunteers:** Volunteers will assist us by helping to answer our crisis hotline calls. We help callers to find shelter here or relocate, if needed. We also help crisis callers with referrals.

**Thrift Store Volunteers:** Donations from Peace Place, Inc. thrift store help survivors of domestic violence to rebuild their lives. Thrift store volunteers are needed to help organize, straighten, keep the store clean, and help customers. The Thrift Store is open Wednesdays, Fridays, and Saturdays, 10am – 6pm. Address: 339 Highway 82 S. Jefferson, GA 30549 Phone: (706)387-5006

**Facilities Volunteers:** We always need volunteers to paint, cut grass, clean, mop, sweep, complete remodeling needs, fix and assemble items, complete light maintenance work, and pick up and sort donations with staff.

**General Office Volunteers:** Volunteers will be typing, filing, answering the phones, making copies, faxing and scanning documents, drive to the post office and check US mail, assist in special projects, send out thank you cards, make house calls to clients assigned by staff, and assist staff with other errands.

All volunteers will work under the direction of a staff person. On some of the volunteer jobs you will be asked to fill out an application, consent to a criminal background check, and receive training. The length and type of training will depend on what you are volunteering to do.

PEACE



PLACE

CONFIDENTIALITY AGREEMENT

I understand the necessity of maintaining the confidentiality of the Peace Place Shelter. I shall not disclose the shelter's location (a misdemeanor offense by Georgia Law, O.C.G.A. §19-13-23), nor any information regarding its residents, staff, or volunteers without, express authorization from the shelter director.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Reason for being at the shelter: Volunteering.

PEACE



PLACE

VOLUNTEER APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERSONAL INFORMATION**

GENDER: \_\_\_\_\_ AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**CONTACT INFORMATION**

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTY: \_\_\_\_\_

PRIMARY PHONE NUMBER: \_\_\_\_\_

SECONDARY PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BEST WAY TO CONTACT YOU: \_\_\_\_\_

**EXPERIENCE:**

CPR/ FIRST AID CERTIFIED:  YES  NO

PEACE



PLACE

What SKILLS/ EDUCATION do you bring to the agency?

Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> ADMINISTRATIVE ASSISTANCE    | <input type="checkbox"/> MAINTENANCE                   |
| <input type="checkbox"/> ADULT CLASSES/SUPPORT GROUPS | <input type="checkbox"/> PUBLIC SPEAKING – DV SURVIVOR |
| <input type="checkbox"/> CHILDCARE                    | <input type="checkbox"/> SPECIAL EVENTS PLANNING       |
| <input type="checkbox"/> CHILDREN GROUP ACTIVITIES    | <input type="checkbox"/> TRANSLATION: _____            |
| <input type="checkbox"/> DONATIONS PICK UP            | <input type="checkbox"/> THRIFT STORE                  |
| <input type="checkbox"/> FUNDRAISING                  | <input type="checkbox"/> TUTORING                      |
| <input type="checkbox"/> HOTLINE                      | <input type="checkbox"/> OTHER: _____                  |

Why do you want to volunteer at Peace Place?

**SERVICE HOURS**

AVAILABLE :  WEEKDAYS  WEEKNIGHTS  WEEKENDS

PREFERRED DAY/DAYS OF SERVICE: \_\_\_\_\_

Is your Volunteering REQUIRED? YES  NO

NUMBER OF HOURS REQUIRED: \_\_\_\_\_

SERVICE ORDERED BY: \_\_\_\_\_

PEACE



PLACE

CONTRACT FOR VOLUNTEERS

PEACE PLACE INC. AGREES:

1. To work with volunteers to ensure that assignment is appropriate and of interest to the volunteer.
2. To provide periodic training to whatever extent is necessary to maintain competence.
3. To discuss and problems with job performance with the volunteer prior to termination of service if reasons for dismissal occur.
4. To treat volunteers and paid staff with dignity and respect without regard to race, culture, ethnicity, religion, sexual orientation, disabling condition, gender, or age.
5. To provide job and character references for volunteers in search of future employment.

THE VOLUNTEER AGREES:

1. To become thoroughly familiar with, and act according to the policies and procedures set forth by the agency.
2. To attend orientation and training sessions as needed.
3. To be prompt and reliable in reporting to work.
4. To maintain the confidentiality of all resident and non-resident information and all other information deemed confidential by the agency.
5. To treat volunteers, paid staff, residents, and non-residents with dignity and respect without regard to race, culture, ethnicity, religion, sexual orientation, disabling condition, gender, or age.
6. That I will not be a paid employee of Peace Place Inc. and will not receive any financial compensation for volunteering. I also certify that I am at least eighteen (18) years of age.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Volunteer Coordinator

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Volunteer Signature

PEACE



PLACE



CJCC



Criminal Justice Coordinating Council

Volunteer Contract VOCA/VAWA Grants

I, \_\_\_\_\_, as a volunteer for \_\_\_\_\_ Peace Place \_\_\_\_\_ agree

Please Print

Please Print

to the following:

1. Work a schedule mutually acceptable to the agency and volunteer;
2. Become thoroughly familiar with the policies and procedures set forth by the agency;
3. Be prompt and reliable in reporting to work and keep an accurate record of hours worked by signing in and out on the appropriate forms;
4. Attend orientation and training sessions, as required, and undertake continuing education provided by the agency as necessary to maintain competence;
5. Provide the Volunteer Coordinator advanced written notice of resignation or requesting leave of absence;
6. Notify the program staff as early as possible if unable to report to work;
7. Perform with dignity and caution when acting as a representative of the agency;
8. Avoid entering into any agreements with third parties or assuming any third party responsibilities on behalf of the agency;
9. Maintain confidentiality of all client information and all other information deemed confidential by the agency;
10. Maintain the security of the agency at all hours and help promote the safety of other volunteers, program staff, and clients;
11. Assist in any temporary job assignments outside those specified in the particular job description should it be beneficial to the agency and within the scope of the volunteer's time or skills;
12. Treat other volunteers, program staff, and clients with dignity and respect without regard for race, culture, ethnicity, religion, sexual orientation, disability, gender, or age.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



PEACE



PLACE

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This is a Volunteer Release and Waiver of Liability (“Release”) executed on this date, \_\_\_\_\_ by \_\_\_\_\_ (the “Volunteer”), in favor of Peace Place, Inc., a non-profit corporation, its members, employees, and agents (collectively “Peace Place”). Volunteer desires to engage in activities related to volunteering in Peace Place’s thrift store and shelters for victims of domestic violence (the “Activities”).

Volunteers hereby knowingly, intentionally, purposively, freely, voluntarily, and without duress execute this Release under the terms below:

Release and Waiver. Volunteer does hereby forever release, discharge, and hold harmless Peace Place and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise directly or indirectly from the Activities. Volunteer understands that this Release discharges Peace Place from any liability or claim that Volunteer may have against Peace Place with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the Volunteer’s participation in the Activities. Volunteer also understands that Peace Place does not and shall not assume any responsibility for or obligation to provide financial assistance or other assistance to the Volunteer, including, but not limited to, medical, health, or disability insurance in the event of injury, illness, or other claim or loss.

Medical Treatment. Volunteer does hereby forever release, discharge, and hold harmless Peace Place, its successors and assigns from any and all liability or claim whatsoever which arises or may hereafter arise, directly or indirectly, on account of any first aid, treatment, or medical service rendered in connection with the Volunteer’s Activities.

Insurance. The Volunteer understands that, except as otherwise expressly agreed by Peace Place in writing; Peace Place does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to arrive with medical or health insurance coverage in effect.

Assumption of Risk. Volunteer acknowledges and agrees that the Activities include work and other activities that may be hazardous to the Volunteer, including without limitation, heavy lifting, minor repair and construction projects, and exposure to machinery and vehicles. Volunteer hereby expressly, specifically, knowingly, intentionally, purposively, personally, and solely assumes all risk of injury or harm that may result, directly or indirectly, from, during, or with respect to Activities, and forever releases and discharges Peace Place from all liability or claim for injury, illness, death, or property damage resulting indirectly or directly from the Activities.

Governing Law. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia, United States of America and that this Release shall be governed by and interpreted in accordance with the laws of the State of Georgia, United States of America.

Severability. Volunteer agrees that in the event that any clause or provision of this Release shall beheld to be invalid by any tribunal of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be fully enforceable.

Successors. Each provision of this Release shall bind a Volunteer and his or her legal representatives. The term “legal representatives” is used in this Release in its broadest possible meaning and includes, but is not limited to, all successors-in-interest, heirs, executors, administrators, or other personal representatives, whether such successions results from the acts of the Volunteer or occurs by operation of law.

I specifically acknowledge that I personally have read through the previous paragraphs, and I know, understand, and appreciate the risks that are inherent in the activities I will undertake as a volunteer. I understand that I am permanently giving up substantial rights, including, but not limited to, my right to sue. I hereby assert that my participation is voluntary and that I knowingly assume all such risks. I further acknowledge that I have had an adequate opportunity to review this with counsel of my choosing, and that I knowingly, intentionally, and purposively execute this instrument.

Volunteer’s Signature: \_\_\_\_\_

Volunteer’s Name Printed: \_\_\_\_\_

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

PEACE



PLACE

## VOLUNTEER GRIEVANCES

### **IF YOU HAVE A CONFLICT**

1. First discuss issues with Volunteer Coordinator.
2. If not resolved, discuss with Executive Director.
3. If not resolved, prepare a written summary of your concerns, and request this summary to be reviewed by the Executive Committee of the Peace Place Board.
4. The decision of this group is final.

### **IF THERE IS A PROBLEM WITH A RESIDENT OR RESIDENT'S CHILD**

1. Go immediately to a staff person if Volunteer Coordinator is unavailable, and discuss problem with them.
2. If the Volunteer Coordinator was unavailable be sure to advise her of the situation the following business day.

Physical and verbal abuse is prohibited at the shelter, including the use of physically and verbally disciplining of children. If a shelter resident becomes verbally abusive with another resident, child or volunteer, the volunteer should notify a staff person immediately and should not attempt to de-escalate the situation. Volunteers are not to engage in verbal or physical abusive language with shelter residents.

PEACE



PLACE

**Georgia Crime Information Center**

**Consent Form**

I hereby authorize Peace Place Inc.  
to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
Full Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')
- Employment with firefighter agency, public/private agency, licensing, adoption/foster parents, individual record, public housing (Purpose code 'E')

.....  
**DO NOT WRITE BELOW THIS LINE**  
.....

Georgia Criminal Record: YES \_\_\_\_\_ NO \_\_\_\_\_

SID #: GA \_\_\_\_\_

Inquiry Made by: \_\_\_\_\_

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



**BARROW COUNTY SHERIFF'S OFFICE**  
652 Barrow Park Drive  
Winder, Georgia 30680