



CROSSING
HOME

Facilitating lasting reentry

**VOLUNTEER APPLICATION,
AGREEMENT, AND POSITIONS**



Volunteer/Mentor Application

Name: _____
(last) (first) (middle)

Address: _____
(street address) (city) (state) (zip)

Phone: _____ Other Phone: _____ E-mail Address: _____

Are you 21 years or older? Yes/No Do you have physical limitations? Yes/No

If yes, please explain: _____

Do you have a valid driver's license? Yes/No Do you have a car? Yes/No

Have you ever been convicted of a felony? Yes/No If yes, please explain:

Answering yes will not necessarily exclude you from consideration.

Are you a follower of Jesus? Yes/No If yes, what church do you attend?

Church Name: _____ Address: _____

Pastor: _____ Telephone: _____

Why do you think you would make a good volunteer for Crossing Home and how do you want to help?

I learned of Crossing Home and this volunteer opportunity through: _____

The following people may be considered for references:

Professional Reference

Personal Reference

Name: _____ Name: _____

Relationship: _____ Relationship: _____

E-mail Address: _____ E-mail Address: _____

Phone Number: _____ Phone Number: _____

Your Signature: _____ Date: _____



Non-Disclosure Agreement for Volunteers, Employees, and Board Members

Crossing HOME volunteers, contract labor, employees, and board members may be exposed to information which is confidential and/or privileged and proprietary in nature. Respecting the privacy of our stakeholders: clients, residents, donors, members, staff, volunteers and of the 501(c)3 organization itself is a basic value of Crossing HOME. Personal health, legal, and financial information, electronic or otherwise, shall not be disclosed or discussed with anyone without expressed written consent from the person him/herself or authorization from an appropriate Crossing HOME representative. Electronic information and messages are to be used and delivered to the intended recipient. Unauthorized dissemination, distribution or copying of such information or messages is prohibited. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. It is the policy of Crossing HOME that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy, is governed by applicable law, and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, potentially including immediate dismissal and legal action.

(PRINT NAME)

(SIGNATURE)

(DATE)

**Advancement
Communication Assistant
(Volunteer Position)**

Reports to Crossing HOME Director (Kurtis Smith)

Responsibilities:

Supports the Director in fostering collaborative organizational vitality and advancement among Board, staff, volunteers, individual supporters, local faith communities, government agencies and community networks for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Communication Assistant shall:

- a. Assist with social media and website postings and updates
- b. Proofread all publicity and communication materials
- c. Manage a Crossing HOME speakers bureau and presentation schedule
- d. Coordinate materials for speakers and presentations
- e. Assist with coordination of church special events (Eventbrite, etc.)
- f. Coordinate the weekly job postings
- g. Coordinate the production and mailing of a small monthly newsletter

This position is a 10-hour per week position that could be largely accomplished virtually (from a home computer). It would help us if you could provide your own laptop for your own use on in-office projects. Presence in the office is requested for regularly scheduled staff meetings (TBD).

**Advancement
Development Assistant
(Volunteer Position)**

Reports to Crossing HOME Director (Kurtis Smith)

Responsibilities:

Supports the Director in fostering collaborative organizational vitality and advancement among Board, staff, volunteers, individual supporters, local faith communities, government agencies and community networks for the purpose of establishing and sustaining reentry homes *with Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Development Assistant shall:

- a. Assist with appropriate processing of donations and receipts
- b. “Ghosts write” handwritten thank you notes
- c. Assist with monitoring of our “Classy” fundraising platform
- d. Input data into and export relational development reminders and reports from Salesforce (CRM) for all Crossing HOME contacts
- e. Assist with direct mailings
- f. Organize and file confidential donor information.

This position is initially a 10-hour per week position that may grow into a larger role. It would help us if you could provide your own laptop for your own use on in-office projects. Presence in the office is requested, especially for regularly scheduled staff meetings (TBD).

**Advancement
Data Coordinator**
(Volunteer Position)

Reports to Crossing HOME Director (Kurtis Smith)

Responsibilities:

Supports the Director in fostering collaborative organizational vitality and advancement among Board, staff, volunteers, individual supporters, local faith communities, government agencies and community networks for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Advancement Data Coordinator shall:

Assist the Director to coordinate, enter, and track Crossing HOME data in both paper and electronic formats. Basically, what we are looking for is someone who has a servant's heart, the ability to learn, is very organized/detail oriented, and has strong typing, computer, and filing skills.

This position is flexible and may be somewhat accomplished virtually (from a home computer). It would help us if you could provide your own laptop for your own use on in-office projects but it is not required. Presence in the office is requested, especially for regularly scheduled staff meetings (TBD).

**Advancement
Administrative Assistant
(Volunteer Position)**

Reports to Crossing HOME Director (Kurtis Smith)

Responsibilities:

Supports the Director in fostering collaborative organizational vitality and advancement among Board, staff, volunteers, individual supporters, local faith communities, government agencies and community networks for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Office Administrative Assistant shall:

Assist the Director as needed to be successful and significant in his role to accomplish the Crossing HOME vision and mission. This Assistant's tasks may vary widely in accordance with the skills, interests and time schedule of the particular person who fills it. Basically, what we are looking for is someone who has a servant's heart, ability to learn, and decent computer skills.

This position is flexible and may be somewhat accomplished virtually (from a home computer). It would help us if you could provide your own laptop for your own use on in-office projects. Presence in the office is requested, especially for regularly scheduled staff meetings (TBD).

Organizational Chaplain
(Volunteer Position)

Reports to the Chair of the Board of Directors in Coordination with the Staff

Responsibilities:

Provides a “catalytic hub” for organizational spiritual vitality and growth among Board, staff, volunteers, residents, individual supporters, local faith communities, government agencies and community networks in order to accomplish the vision and mission of Crossing HOME.

In accordance with the strategies and leadership of Crossing HOME, the Chaplain shall:

- a. Coordinate and assist with on-scene spiritual counsel in emergency scenarios concerning Crossing HOME residents, staff, and volunteers.
- b. Equip the spiritual lives of board, staff, volunteers and residents in partnership with local pastors.
- c. Assist as needed with organization-wide prayer initiatives in partnership with the Prayer Coordinator.
- d. Gather and make available spiritual resource materials that relate to our organizational vision and mission.
- e. Assist with the facilitation and implementation of the electronic communication tools in relation to Crossing HOME spiritual topics.
- f. Assist in the development of discipleship materials for Crossing HOME residents.
- g. Assist with the communication and engagement with local churches.

This position is a 5+hours/week position that can be largely accomplished virtually (from a home computer). Presence in the office is also requested for regularly scheduled staff meetings (TBD).

Advancement
Volunteer Coordinator
(Volunteer Position For Now)

Reports to Crossing HOME Director (Kurtis Smith)

Responsibilities:

Supports the Director in fostering collaborative organizational vitality and advancement among volunteers for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Volunteer Coordinator shall:

- a. Coordinate the volunteer aspects of strategies and leadership of the Crossing HOME advancement efforts.
- b. Develop, promote, and maintain a wide range of volunteer opportunities within the advancement office's role.
- c. Assist in the development of position descriptions for all volunteer roles.
- d. Develop and manage volunteer policies, procedures, and standards of service.
- e. Ensure volunteers are appropriately oriented, trained, and equipped for their roles.
- f. Handwrite thank you notes to volunteers.
- g. Spearhead the data entry and use of our Salesforce volunteer platform to track our interactions and time with potential volunteers, current volunteers, and volunteer alumni.
- h. Assist with the constant improvement of communication to and from volunteers.
- i. Recruit, interview and place applicants for volunteer work
- j. Host and attend recruiting events within the community to attract qualified candidates Work with Marketing and Public Relations and professional associations to publicize opportunities for volunteers Develop and maintain relationships with other volunteer organizations within the area.
- k. Monitor the "sustainable health" of our volunteers in accordance with our organizational values.
- l. Organize and file confidential donor information and non-disclosure agreements.
- m. Appropriately help Crossing HOME celebrate milestones in the lives of our volunteers as well as their involvement with our organization.
- n. Remain current in general office technology, training volunteers to use office and specialized equipment when appropriate.

This position is initially a 10-hour per week position that may grow into a larger role. It would help us if you could provide your own laptop for your own use on in-office projects. Presence in the office is requested, especially for regularly scheduled staff meetings (TBD).

Prayer Coordinator
(Volunteer Position)

Reports to Crossing HOME Director (Kurtis Smith)

Responsibilities:

Supports the Director in fostering collaborative organizational vitality and advancement among Board, staff, volunteers, individual supporters, local faith communities, government agencies and community networks for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Prayer Coordinator shall:

- a. Gather and appropriately communicate, Board, staff, house, residential, and partner prayer requests
- b. Assist as needed with organization-wide prayer initiatives
- c. Gather and communicates external local, national, and international prayer requests that relate to our organizational vision and mission
- d. Coordinate the implementation of the Echo Prayer App and other electronic tools to convey prayer requests

This position is a 5+hours/week position that can be largely accomplished virtually (from a home computer). Presence in the office is also requested for regularly scheduled staff meetings (TBD).

Maintenance Worker
(Volunteer Position)

Reports to the Executive Director

Responsibilities:

Supports the Executive Director in property maintenance activities for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Director, the Maintenance Worker shall:

Assist the Executive Director as needed in property maintenance in order to accomplish the Crossing HOME vision and mission. This Maintenance Worker's tasks may vary widely in accordance with the skillset, interests and time schedule of the particular person who fills it. Basically, what we are looking for is a person or persons with a servant's heart and the skills to help maintain our properties.

- When available and at the request of the Executive Director, respond to emergency maintenance calls at Crossing HOME properties.
- Help identify, schedule, communicate and perform regular maintenance duties for our properties.
- Help recognize when it is appropriate to "call for help" (e.g. professionally licensed contractors, electricians, plumbers, etc.).

Transportation Assistant (Volunteer Position)

Reports to the Executive Director

Responsibilities:

Supports the Executive Director in transportation activities for the purpose of establishing and sustaining reentry homes with *Safe, Secure, Sober, Social and Spiritual* answers for returning citizens under the guidance and direction of Crossing HOME.

In accordance with the strategies and leadership of the Crossing HOME Executive Director, the Transportation Assistant shall:

Assist the Executive Director and other team members as needed with driving or transport coordination in order to accomplish the Crossing HOME vision and mission. This assistant's tasks may vary with the time schedule of the particular person who fills the position. Mainly, what we are looking for is a person with a servant's heart and the driving skills to safely transport our staff and residents as needed.

- When available and at the request of the Executive Director, "meet at the gate" new Crossing HOME residents.
- Help organize transportation needs of new residents.

An active driver's license and good driving record is required for this position.

Healthy conversation skills and personal confidence are preferred for this volunteer position, particularly because this person may be transporting newly released men or women from treatment or incarceration.