



## 2017-2018 Volunteer Application

**Return application to:**

552 West Main St., Grand Junction, CO 81501  
Leslie@REC4kids.com  
(970) 462-2901

**Preferred Method of Contact** (Please circle): **Text** **Call** **Email**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Alias: \_\_\_\_\_ Former Last Names: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Social Security Number (required for background check) \_\_\_\_\_

DOB \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Note - If under 18 years of age or not legally emancipated, please include parents or legal guardians information for emergency contact.**

Local Emergency Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Doctor \_\_\_\_\_ Hospital \_\_\_\_\_

Allergies: \_\_\_\_\_

### Personal Information

Current Employer and/or current school \_\_\_\_\_

Position or Grade \_\_\_\_\_

Brief description of job \_\_\_\_\_

### References

Please list two people who know you well and can attest to your character, skills and dependability.

Personal Reference \_\_\_\_\_ Contact Number \_\_\_\_\_

Professional Reference \_\_\_\_\_ Contact Number \_\_\_\_\_

Are you in good health? \_\_\_\_\_ Do you have any physical limitations? \_\_\_\_\_

Highest Level of Education \_\_\_\_\_

## Volunteer Experience

Please describe your prior volunteer experience (include organization name and duties)

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What experiences have you had that may prepare you to work as a volunteer tutor? What special skills and strengths do you have that you might be willing to share with the students of the REC?

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What do you hope to learn/gain from being a volunteer tutor?

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What day(s) would you like to tutor?  Monday  Tuesday  Wednesday

Would you like to volunteer for Thursday's enrichment program?  Yes  No

Which grades of students you would prefer to work with?  **K-3**  **4-5**  **Either**  
 **Middle School**  **High School**

Can you speak Spanish?  Yes  No

Where did you learn about volunteering with REC? (Circle all that apply)

Friend  Television  Radio  Daily Sentinel  Free Press  Church  
Other \_\_\_\_\_ REC Volunteer (name) \_\_\_\_\_

## Background Checks

*Please note that the REC will conduct background checks. The policy of the REC is that we will not accept volunteers who have been involved, investigated, arrested and/or convicted of child abuse, neglect or sexual molestation of a minor. If you have ever been involved, investigated, arrested and/or convicted of an assault or felony then the circumstances will be discussed with the Director to determine the appropriateness of volunteering at the REC. If you answer yes to any questions below please write a brief explanation under the question.*

Have you even been investigated, arrested and/or convicted of any assault? \_\_\_\_\_

Have you ever been investigated, arrested, and/or convicted of a felony or any other offense? \_\_\_\_\_

Have you ever been investigated, arrested and/or convicted of child abuse, neglect or sexual molestation of a minor or adult? \_\_\_\_\_

Do you give the REC permission to use any pictures of you for the purpose of recruiting and/or public relations? \_\_\_\_\_

I understand that Riverside Educational Center will contact the above listed references and any other persons deemed necessary to verify my qualifications to be a volunteer tutor. I agree to a background check through IntelliCorp Records, Inc. I understand that misrepresentation of personal information or history could result in termination or non-acceptance into the REC program. I also agree to inform the REC Director of any investigation, arrest, and/or conviction for any criminal offense following the date signed therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (18 years old or younger) \_\_\_\_\_

Date Background Check Completed: \_\_\_\_\_ Staff Completing Check: \_\_\_\_\_

# Volunteer Release of Liability

This is a Release and Waiver of Liability (the "Release") executed on this date, \_\_\_\_\_, by \_\_\_\_\_ (volunteer name), and, if applicable, in conjunction with \_\_\_\_\_, (parent/guardian name ) the parent/guardian having legal custody or legal guardianship of the volunteer, in favor of the Riverside Educational Center, Inc., a nonprofit corporation, its directors, officers, employees, and agents (collectively known as the "Riverside Educational Center"). The volunteer desires to work as a volunteer for the Riverside Educational Center and engage in the activities related to being a volunteer (the "Activities"). The Volunteer hereby freely, voluntarily, and without duress executes this Release under the terms below:

## A. Release and Waiver.

Volunteer does hereby release and forever discharge and hold harmless the Riverside Educational Center and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which may arise or may hereafter arise from volunteer's activities with the Riverside Educational Center.

Volunteer understands that this Release discharges the Riverside Educational Center from any liability or claim that the Volunteer may have against the Riverside Educational Center with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with the Riverside Educational Center, whether caused by the negligence of the Riverside Educational Center or its officers, directors, employees, or agents or otherwise.

Volunteer also understands that the Riverside Educational Center does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

## B. Photographic Release.

Volunteer does hereby grant and convey unto the Riverside Educational Center all right, title and interest in any and all photographic images and video or audio recordings made by the Riverside Educational Center during the Volunteer's Activities with the Riverside Educational Center, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

## C. Volunteer Confidentiality

Volunteer acknowledges the confidential nature of my responsibilities while working at and with the Riverside Educational Center. All information concerning the students of the REC is confidential and may be shared only with those working in an official capacity for the REC. The use of such information shall only be for the purpose of providing services to students and/or completing documentation tasks as assigned at the REC.

## D. Other.

Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and this Release shall be governed by and interpreted in accordance with the laws of the State of Colorado. Volunteer agrees that in the event that any clause or provision of this release shall be held to be invalid by any court 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 enforceable.

By signing below, the Volunteer and, if applicable, the parent/guardian, has read, understood, and executed this Release as of the date first written above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (18 years or younger) \_\_\_\_\_

## **Volunteer Tutor Job Description**

- Provide academic assistance to tutees, either in a group or individually
- Implement lesson plan and be diligent about written communication with the REC staff at EVERY tutoring session.
- Be responsible for maintaining records on each student who is being tutored.
- Attend periodic Continual Training sessions given by the REC staff and guest trainers.
- Assist with evaluations and other reports as requested by the director.
- Help students develop positive attitudes toward learning and studying.
- Help students develop self-confidence, raise self-concept and reduce anxiety or fear of failure in academic work.
- Help students develop study skills necessary for academic success.
- Serve as a role model for students being served.
- Communicate on a regular basis with the REC Staff regarding supplies for students, personal needs and suggestions for the center.
- Participate in set up and clean up procedures for each tutoring session.

## **Volunteer Code of Ethics**

**As a volunteer tutor for the Riverside Educational Center, I agree to the following:**

- To attend and complete the General Training before I begin tutoring. To read the Tutor Training Manual and to continue improving as a tutor by attending at least one Continual Training per year.
- To arrive on time and be consistent in attendance. I will notify a staff member in advance if I cannot attend a tutoring session.
- To communicate with a senior REC staff member in regards to my challenges and successes as a REC tutor.
- To immediately report to a staff member any suspicions that my student is being abused or neglected.
- To use appropriate touching and expressions of affection with students (handshakes, one arm hugs, and high-fives, pats on shoulder/upper back).
- To encourage and model Responsibility, Respect, and Safety as supported by the REC Positive Behavior Support system.
- Discipline or behavior problems must be referred to the staff members.
- To conduct appropriate conversations with my students that is both developmentally and emotionally appropriate.
- To always be in view of another adult when with my student.
- To keep your relationship with your student to REC activities only. Volunteers will not socialize, associate, or provide services (such as babysitting, etc.) for children outside of the REC. There will be no exceptions unless individually approved by the Director.
- To assure my students' safety after tutoring by confirming that they are being supervised by REC staff while waiting for parent pick-up.
- To be a caring and consistent presence in the life of my student.
- To not use, possess, or be under the influence of alcohol or illegal drugs, or be impaired in any other way during hours of operation.

**I have read and understand the Volunteers Code of Ethics. I understand that any violation of the code of ethics may result in termination.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_