

THE WINDOW

COMMUNITY VOLUNTEER CENTER

#### 223 South Main Street Goshen, IN 46526

# Office: (574) 533-9680 FAX: (574) 533-9311

*Opening a WINDOW to God’s love and inspiring hope for changed lives.*

**VOLUNTEER REGISTRATION**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bilingual\_\_\_\_\_\_Languages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

GROUPS OR ORGANIZATIONS

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number in Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Listed below are all available volunteer positions. Please check where you would like to serve. See back for complete descriptions.

\_\_\_\_\_KITCHEN

* Assist cook
* Serve portions

\_\_\_\_\_PANTRY

* Client assistance
* Restock pantry
* Sort and weigh incoming donations
* Sandwich distribution

\_\_\_\_\_CLOTHES CLOSET

* Sort and organize
* Fill emergency toiletries
* Client assistance

\_\_\_\_\_MEALS ON WHEELS

* Drivers
* Dispatchers

\_\_\_\_\_SUBSTITUTES

* On call for \_\_\_\_\_\_\_\_Kitchen \_\_\_\_\_\_\_\_Pantry \_\_\_\_\_\_\_\_Clothes Closet \_\_\_\_\_\_\_\_Meals on Wheels

\_\_\_\_\_CLEANING

* Office and bathrooms

\_\_\_\_\_HANDY PERSON

* On call

**AVAILABILITY:** Monday Tuesday Wednesday Thursday Friday

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR On-Call (circle)

References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that If I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

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

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete Volunteer Descriptions**

M.O.W. Dispatcher Monday - Friday 10:00am to 12:00pm

Description: Organizing route coolers, light cleaning, acting as liaison between Meals on Wheels staff and volunteer drivers.

Commitment: Once a week

M.O.W. Driver Monday – Friday 11:00am to 12:00pm

Description: Delivering hot meals and socializing with Meals on Wheels recipients, must be able to pass limited background check, have a driver’s license and personal vehicle.

Commitment: Once a week

Clothes Closet Host: Thursday 9:00am to 12:00pm

4:00pm to 5:30pm

Description: Operating storefront, regulating donations, finding sizes, etc.

Commitment: Once a week

Clothes Closet Sorter Thursday 9:00am to 12:00pm

4:00pm to 5:30pm

Description: Receiving, sifting, and organizing clothing donations.

Commitment: Once a week

Katie’s Kitchen Helper: Monday – Friday 10:30am – 1:00pm

Description: Serving food, wiping down tables, assist the cook as needed.

Commitment: Once a week or once a month.

Pantry Host: Monday & Friday – 1:00pm to 4pm

Tuesday 9:00am to 10:30am

Thursday 9:00am to 10:30am

4:00pm to 5:30pm

Description: Assist clients in selecting items, loading pantry items into client’s vehicles, must be able to lift 25 pounds.

Commitment: Once a week

Receiver: All business hours, usually 2-3 hours “chunks”

Description: Sort, weight, and log donations, must be able to lift 25 pounds.

Sandwich Pickup: Monday – Friday 1:15pm to 2:15pm

Description: Drive to Crystal Valley Catering for pickup and delivery to The Window, must be able to lift 10 pounds, must have own vehicle and valid driver's license.

Sandwich Distribution: Monday – Friday 2:00pm to 3:00pm

Description: Receive trays from Sandwich Pickup, count, determine fair quantity, serve

Commitment: Once a week