**Orting Senior Center Volunteer Application**

**Contact Information**

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| --- | --- |
| Name | D.O.B. |
| Address |
| City | State | Zip |
| Home Phone | Cell Phone |
| Email |
| Emergency Contact | Phone |

**Availability**

Weekday Mornings \_\_\_\_\_\_\_ Weekend Mornings \_\_\_\_\_\_\_ Anytime \_\_\_\_\_\_

Weekday Afternoons \_\_\_\_\_\_ Weekend Afternoons \_\_\_\_\_\_

**Volunteer Interests**

\*Donation Pick Up \_\_\_\_\_\_ \*Food Pantry \_\_\_\_\_\_ Shuttle Driver \_\_\_\_\_\_\_

Special Events/Fundraisers \_\_\_\_\_\_ \*Kitchen \_\_\_\_\_\_ Reception Desk \_\_\_\_\_\_

**\* Requires food handler’s permit. Please email** **ortingseniorcenter@gmail.com** **to set up a time to come in and take the online class, doing so will ensure the permit is paid for by the center. Otherwise, you may take the class online at** [**https://www.foodworkercard.wa.gov/**](https://www.foodworkercard.wa.gov/) **at your discretion. Please be advised, if you choose to do the course at your own will, any costs or fees associated with the food handler’s permit will not be covered by the Orting Senior Center.**

**Special Skills or Qualifications**

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**Agreement & Signature**

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

By submitting this application, I give Orting Senior Center permission to submit a Washington State Patrol criminal history check. I affirm that the facts set forth in it are true and complete. I understand 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. Orting Senior Center is a drug & alcohol-free workplace. Orting Senior Center’s mission is to be a safe place for seniors 55 and over. Some seniors have frailties we must honor and respect. I understand that any kind of abuse or exploitation, ie: panhandling money, asking for rides, etc. is cause for immediate dismissal and I will be banned from the premises.

Orting Senior Center does not discriminate on the grounds of age, gender, sexual orientation, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans’ status.

**Orting Senior Center - *Code of Conduct Policy***

***The following policy is a required reading and signing for all members. participants, employees, and volunteers.***

As a matter of fundamental principle, the Orting Valley Senior Center should adhere to the highest ethical standards because it is the right thing to do. All employees, members, participants, board members, and volunteers should do so because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support charitable organizations because they trust them to carry out their mission, to be good stewards of their resources, and to uphold rigorous standards of conduct. This applies to all employees, members, participants, board members, and volunteers.

Individuals can personally help the Orting Senior Center maintain a warm, positive, and safe environment. All groups and individuals are expected to adhere to the Orting Senior Centers Code of Conduct when participating in programs, taking advantage of the services, or otherwise using the facilities or programs.

Patrons are expected to always conduct themselves in an appropriate manner while participating in programs and services provided or sponsored by the Orting Senior center. Acts of violence, disrespect for authority, un-sportsman like conduct, misuse or abuse of the facility or equipment, or use of foul language or gestures will not be tolerated. Orting Senior Center reserves the right to remove patrons from facilities, programs, and services via suspension periods determined by the Board of Directors.

**VIOLATIONS**

Inappropriate behavior is not permitted at the Orting Senior Center. Inappropriate behaviors include but are not limited to

* Harassment of any kind to other employees, members, participants, board members or volunteers.
* Destruction of equipment or supplies.
* Use of abusive, obscene, or racially derogatory language.
* Physical or sexual assault, battery, or improper touching.
* Loitering, smoking, gambling, solicitation, or panhandling.
* Possession or consumption of alcohol beverages or public intoxication.
* Racial, political, or religious harassment of any Center employees, members, participants, board members, or volunteers.
* Vandalism or littering in the Center or on its grounds.
* Violation of any Federal, State, County, or City laws or ordinances.
* Inappropriate or revealing attire. Shirts and shoes are required.
* Failure to maintain personal cleanliness and hygiene.
1. **FIRST OFFENSE – Verbal warning**
	1. Meet with participant to discuss conduct policy
	2. Discuss Inappropriate behavior
	3. Make a written record of the incident
	4. Advise the violator that continued inappropriate behavior will result in suspension from programs
2. **SECOND OFFENSE – Address the incident**
	1. Meet with the participant to discuss the violation
	2. Make a written record of the incident
	3. Suspend the participant from the program for 1 week
3. **THIRD OFFENSE – Document to the participant**
	1. Meet with the participant to discuss the violation
	2. Make a written record of the incident
	3. Suspend the participant for 3 months
4. **INCIDENT OF IMMINENT DANGER – Call 911**

Any incident will require at least 2 complaints as witnesses to the incident. The Director will choose 2 Board members to meet with them and the participant. Suspensions will be based on the severity of the incident, in the case of abuse, fighting, or physical violence, suspension can be immediate and for a period set by the Board of Directors.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and agree to adhere to the Orting Senior Center Code of Conduct Policy.

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