



VOLUNTEER INFORMATION

Name: _____ Date (mm/dd/yyyy): _____ Contact Number: _____

Address: _____ City: _____ State: _____ Zip(5 digit): _____

Email Address: _____ Church: _____ Contact Number: _____

Court Community Service School Community Service

Days Available: Monday: From _____ To _____ Tuesday: From _____ To _____

Wednesday: From _____ To _____ Thursday: From _____ To _____ Friday: From _____ To _____

Note: All volunteers are required to have a tour of the facilities prior to scheduling their services. Please contact Deb Poczatek at (518) 462-0459 or email her at vcoordinator@albanymission.com.

Serving Meals: 7 days a week. Includes setting tables, serving meal, and a light clean up. Sat. lunch 10:30am – 1pm , Mon-Sat dinner 5:30 to 7:30 and Sun 3:30–5:30. Must be 12 yrs old to serve behind counter.

Chapel: ½ hour service –Pastors/youth groups. Guests appreciate special music or dramatizations. Mon – Sat service begins at 6pm, Sun service begins at 4pm. See attire guidelines.

Tutoring in the Innovative Learning Center: Men tutoring men in reading, math, or other skills. Regular availability necessary for a few hours weekly Mon – Fri 9am – 3pm.

Free Clinic: Nurses, pharmacists, MD’s. Generally Tues and/or Fri. Contact ccrclinic@gmail.com

Sorting Clothing: In Blessingdales Clothing Room. Mon – Fri, 9am – 3pm

New Faith Program for women and Children (you will need to fill out another form for this area)

Special projects: Cleaning/outdoor work/carpentry/drywall/painting/maintenance (groups of 4 or more desired)

Holidays & Special Activities: Easter, Thanksgiving, Christmas Day meal serving
Superbowl Party (please contact us 1 month before each event)

Office work: Helping with mailing or other projects and special events. Mon – Fri, 9am – 5pm Newsletter mailings in Feb, June, Sept and Dec.

Collections: Sponsor (you host off site) a collection/drive for food, used clothing, or personal hygiene items. Seasonal drives for: school supplies, winter coats & boots. Christmas gifts: new hats/gloves/socks and new toys.

Sandwich Making: Make sandwiches for bag lunches off site. (PBJ and/or bologna or ham, mustard)

259 South Pearl St, Albany, NY 12202

Telephone: 518-462-0459 Fax: 518-462-0489

Click Here to Visit Website at: www.capitalcityrescuemission.com

VOLUNTEER AGREEMENT FORM

Dear Prospective Volunteer,

Thank you for your willingness and eagerness to serve. Each week we have a Volunteer Orientation and Tour that new volunteers are required to participate in before volunteering. **Volunteer Orientation / Tours are available some evenings at 5:30pm and on Thursday mornings at 11:30am but we are flexible.**

Please note in considering whether volunteering is right for you, there are a few basic guidelines that must be adhered to throughout the duration of your volunteer service with us.

- 1) **Attire** – Dress must be appropriately modest and conservative. For example, no short shorts, no exposed midriff, no low cut blouses, no tight clothing, and no tank tops. Collared shirts preferred for Chapel speakers. For your safety **closed toed shoes are required**. **If working in the warehouse it is strongly recommended that you wear workboots. We also will provide: gloves, hard hats, masks, and goggles.**
- 2) **Be safe** - Safety is our first priority and needs to be yours as well. Take your time and complete the work task safely. Some volunteer work is potentially dangerous and could result in injury. Do not attempt the tasks without appropriate safety gear. In volunteering at the Mission, you understand that the Mission, its officers, and employees are not responsible for any injuries or damage which may result from work done at this site
- 3) **Drug Use** – If anyone is found to be using illegal drugs they will be immediately excused from volunteering.
- 4) **Fraternization** – No fraternization is permitted with any of the people staying here. For example, no dating, no outside social engagements, no personal relationships, no client visits to your residence, no loaning or gifting of money, no physical contact, or lengthy personal conversations.
- 5) **Use of Electronics** – In order that tasks be accomplished safely and efficiently, there is to be no cell phone or other electronic devices in use unless permitted by the site supervisor.

We anticipate that your time spent with us will be a blessed time. You are a blessing to us and we truly appreciate your willingness to serve our God! If you have any questions please call the number provided below

Sincerely,
Deb Poczatek
Volunteer Coordinator
(518)462-0459 ext. 237

Instructions: Please complete, sign, and date the portion below.

I, _____ (Print) agree to abide by the rules stated above and look forward to my Volunteer Experience at Capital City Rescue Mission.

Signed

Today's Date mm/dd/yyyy

Learn how to sign document: <https://acrobat.adobe.com/us/en/howto/fill-sign-pdf-forms-electronically.html>

Save Document

Print Document

Reset Form

Send Document vcoordinator@albanymission.com