



ALL potential Volunteers must complete Volunteer Application and email HR@UNITYHOME.ORG to schedule a meeting.

A Live Scan is required for all Volunteer Advocates. Once received and cleared, HR will schedule the Volunteer.

Live Scan is not required for Thrift Store Volunteers.

All Volunteers must maintain timecard for volunteer hours and turn in to the Fiscal Manager by the 5th of each month.

Thank you, 😊

Cindy



VOLUNTEER JOB DESCRIPTION

General Qualifications for all Volunteers

1. Completion of Orientation
2. Knowledge of and sensitivity to issues of domestic violence
3. Ability to maintain confidentiality
4. Ability to work with and without Direct Supervision
5. Attend meetings and trainings
6. Agree to follow all MBUH, Inc. Policies and Procedures

Volunteer Advocates perform the same duties as Advocates on Staff:

Hotlines: Resource materials/training are provided. Providing support and information to callers, keeping appropriate records and passing information on to other Advocates.

Childcare Provider: As possible, we provide childcare for support groups and for parents in Shelter, when appropriate. Supervising children during meetings and activities, maintaining a fun atmosphere.

Shelter Volunteer Advocate: Providing basic advocacy for Shelter clients, including empathetic listening, emotional support, resources, safety planning, and transportation. *(A review of your driving record through the Department of Motor Vehicles is required for transport responsibilities.)*

Outreach Support: Supervised Visitation Monitors, Temporary Restraining Orders, answering phones.

Community Awareness: MBUH, Inc. is out in the community; on college campuses, and at community events. Attending community events with other Advocates at our Unity Home table.

Fundraising: MBUH, Inc. holds a number of fundraising events throughout the year, which rely on volunteer assistance. Participating in special events, attending meetings, set up / clean up.

Thrift Store: Sorting / Hanging clothing, cleaning & maintaining the store, staging, sharing with patrons who Unity Home is and the impact they make by shopping in our store, where all proceeds outside of operating costs are used to support victims of domestic violence and their children.

REQUIREMENTS

1. Complete Volunteer Application
2. Complete 40 hour Domestic Violence Training
3. Must have a valid California driver's license and insurance
4. Must pass California DOJ & FBI (Live Scan)
5. Attend staff meetings (when possible)
6. Sign up for a minimum of four service shifts per month
7. Be willing to make a six (6) month commitment

8. Bi-lingual a plus but not required
9. If you are a survivor of domestic violence, we ask that 1.5 year have Elapsed since receiving services, before applying to volunteer for our program.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel, whether volunteer or staff, may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employees Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____



MORONGO BASIN UNITY HOME, INC. * 7237 Joshua Lane, Yucca Valley, CA 92284 * 760-366-1247

VOLUNTEER APPLICATION

Name: _____ Phone(c) _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Date of Birth _____ Occupation: _____

Employer: _____ Address: _____

Can you be reached at work? _____ Phone: _____ Hours: _____

Length of Employment: _____ Social Security Number: _____

Person to Contact in Case of Emergency: _____

Address: _____ Phone: _____

Education	School	Degree	Date Graduated	Major
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High School: _____

College: _____

List the organizations with which you are affiliated: _____

Have you served or are you serving with any other volunteer programs? _____

Do you have any objectives or career goals for school or employment that you would like to work toward through your volunteer training? _____

If yes, please explain: _____

What do you personally want to get out of volunteering for Unity Home? _____

Morongo Basin Unity Home, Inc., follows an Equal Opportunity Employment Policy.

Mission Statement

"To provide a safe haven for victims of domestic violence, to educate and assist them through counseling, legal advocacy and building their self-esteem as to allow them to live their life free of the fear of abuse."

References (other than relatives)

1. _____
Name _____ Phone _____

2. _____
Name _____ Phone _____

3. _____
Name _____ Phone _____

Have you ever been convicted of a crime other than a traffic violation? _____

If yes, please explain _____

Valid Driver's License? **Y N** Insurance? **Y N** Days/Time Frames of availability: _____

Can you make a 6 month commitment to volunteer for MBUH, Inc.? **Y N** When can you begin? _____

For the purpose of my placement as a Volunteer with Morongo Basin Unity Home, Inc., I authorize MBUH, Human Resources to contact any of the above referenced in order to verify any of the above information. I understand I am required to pass a Live Scan and complete the State Mandated 40-Hour Domestic Violence Training prior to becoming a Volunteer Advocate for Unity Home; (Advocacy training & Live Scan not required for Thrift Store Volunteers). If I am selected as a Volunteer, I agree to comply with the Confidentiality Pledge(s) of MBUH, Inc. I understand that I am responsible for the fees to obtain a Live Scan.

Signature of Applicant

Date Completed

Mission Statement

"To provide a safe haven for victims of domestic violence, to educate and assist them through counseling, legal advocacy and building their self-esteem as to allow them to live their life free of the fear of abuse."



VOLUNTEER WAIVER, RELEASE, AND INDEMNITY AGREEMENT

Between

Morongo Basin Unity Home, Inc.

And

(Hereinafter "The Volunteer")

This document sets forth the responsibilities and understandings of the volunteer and or Morongo Basin Unity Home regarding volunteer's participation in volunteer programs partially or wholly coordinated by Morongo Basin Unity Home.

The Volunteer and Morongo Basin Unity Home agree as follows:

1. The volunteer performs the service of the volunteer's own free will, without promise, expectations, or receipt of remunerations. The volunteer is not an employee or agent of Morongo Basin Unity Home for any purpose and the volunteer's services are not controlled or mandated by Morongo Basin Unity Home.
2. If the volunteer is under the age of 18, the volunteer may only participate in volunteer service with express written consent of the volunteer's parent or guardian.
3. The volunteer understands and agrees that it is possible that the volunteer may be injured or otherwise harmed during volunteer service due to accidents, acts of nature, the volunteer's negligent or intentional acts, or the negligent or intentional acts of others, that while Morongo Basin Unity Home has no control over most risks, and, thus cannot and does not guarantee nor take any responsibility for the safety of the volunteer or the volunteer's property while the volunteer is engaged in volunteer service; and that the volunteer must take full responsibility for himself or herself and assume the risk of harm or damage while serving by taking all necessary and reasonable precautions and acting in a manner that will help protect himself or herself and his or her property.
4. The volunteer agrees to waive and release Morongo Basin Unity Home from any and all potential claims for injury, illness, damage or death which the volunteer may have against Morongo Basin Unity Home that might arise out of the volunteer's service and to hold Morongo Basin Unit Home harmless there from.
5. The volunteer agrees and understands that injuries or losses to others, such as co-workers or the person (s) being helped, may occur as result of the volunteer's negligent or intentional acts during volunteer service, and that to avoid such harm, the volunteer must exercise care and act responsible in serving others.
6. If any injury or loss to another does occur due to the volunteer's intentional actions or due to volunteer's negligent actions arising outside of the scope of the volunteer's activities, the volunteer must accept the liability for and repair or make reparations for the harm done.

7. Morongo Basin Unity Home is not providing the volunteer with insurance coverage for any injuries, conditions, or losses to the volunteer arising out of volunteer activities, except that Morongo Basin Home does provide liability insurance coverage on all Morongo Basin Unity Home vehicles used during service projects.
8. The volunteer must maintain his or her own primary medical insurance and the volunteer's own automobile insurance when driving a non-Morongo Basin Unity Home vehicle to cover potential medical and other costs related to the volunteer service; and the volunteer is also encouraged to maintain property and life insurance coverage while serving as a volunteer.
9. All costs for injury or loss above the coverage provided by the volunteer's insurance are the volunteer's personal responsibility.
10. In project where the volunteer will be transporting others in a non-Morongo Basin Unity Home owned vehicle, the volunteer will be required to provide proof of automobile insurance in order to participate.
11. Since volunteers are not Morongo Basin Unity Home employees, Morongo Basin Unity Home does not provide worker's compensation coverage for injuries or illnesses to the volunteer arising out of volunteer activities.
12. Morongo Basin Unity Home will provide you with a legal defense, upon your request, in response to any claim or action brought against you, arising out of your volunteer service in a program that Morongo Basin Unity Home helps coordinate, where you were acting in good faith and reasonably believed you were acting within the scope of the volunteer activity, and the act in question was not an intentional or knowing act constituting illegal, you in any case where the injury resulted from you operations of a non-Morongo Basin Unity Home motor vehicle, vessel, aircraft or other vehicle for which a pilot or operator's license is required or where the suite is brought by an authorized governmental officer enforced a federal, state or local law.
13. In legal actions in which Morongo Basin Unity Home provides your defense, Morongo Basin Unity Home will pay for reasonable attorney fees, judgments, settlements, or other expenses directly related to your defense only up to the limits presently stated in the appropriate State statutes, one time only per volunteer. Morongo Basin Unity Home will control the defense and you must reasonably cooperate and comply with Morongo Basin Unity Home decisions and procedures.

By signing below, the parties confirm that they have read, understand and consent to the terms of this waiver agreement.

Purpose

Printed Name

Date

Signature