



Attention Potential Volunteer/Intern,

Thank you for your interest in serving as a volunteer with Covenant House Georgia. Covenant House Georgia relies on the talents, generosity, and knowledge of volunteers to provide many of the services that help our young people. You will find volunteering here a rewarding and challenging experience.

This packet includes information regarding Covenant House Georgia's Community Service Center and the services that we provide. Please read it thoroughly before making a definite decision to volunteer here. Also enclosed with this packet, you will find an Official Volunteer/Intern Application and two (2) Volunteer/Intern Reference forms.

Clergy, teachers, counselors, employers, co-workers, friends, or other non-family members may write recommendations. Two (2) recommendations are required.

Once the application is completed, please mail it to Covenant House Georgia. Your recommenders should seal their recommendations and mail them to Covenant House Georgia at the following address:

Covenant House Georgia
Human Resources Department
2488 Lakewood Avenue, SW
Atlanta, GA 30315

After receiving your completed application and completed recommendation forms, prospective volunteers will undergo a background check and will be interviewed by the Human Resources Coordinator and the Department Head. During the interview, we will assess your interest, abilities, and availability. Next, if your application is accepted, we will assign you to a department.

The last step is to attend an Orientation, required of all new volunteers before they may begin to volunteer. Orientations are held on an ongoing basis each month. Volunteers are also expected to attend ongoing training sessions sponsored by Covenant House Georgia.

Thank you again for your desire to help our young people. The people of youth and homelessness require the intervention of as many caring and talented adults as possible. Covenant House believes that an individual's contribution makes a difference. If you have any questions, please do not hesitate to call at (404) 658-9405.



**Covenant
House**

VOLUNTEER/INTERN APPLICATION

COVENANT HOUSE GEORGIA
2488 LAKEWOOD AVENUE, SW • ATLANTA, GA 30315
PHONE: (404) 589-0163 • FAX: (404) 832-1282
www.covenanthousega.org



MISSION STATEMENT

We who recognize God's providence and fidelity to His people are dedicated to living out his covenant among ourselves and those children we serve, with absolute respect and unconditional love. This commitment calls us to serve suffering children of the street, and to protect and safeguard all children. Just as Christ in his humanity is the visible sign of God's presence among His people, our efforts are a visible sign that effects the presence of God, working through the Holy Spirit among ourselves and our kids.

GENERAL INFORMATION

Covenant House Georgia opened the doors of its Community Service Center on August 7, 2000. The Community Service Center is located at 72 Broad Street, Suite 87A, Atlanta, Georgia. Our Community Service is near the Five Points Marta Station and Underground Atlanta.

The goal of the Community Service Center is to provide a safe atmosphere and to meet the needs of our youth between the ages of 16 and 21. We operate on a policy of open intake, which means that any youth can walk through the door and receive our services. A referral is not necessary.

Each Community Service Worker builds individual relationships with every young person who walks through our doors. We work with each youth to meet their individual goals and provide them with a continuum of care until those goals are met. The services provided include but are not limited to:

- Crisis Counseling and Intervention
- Family Reunification
- GED and Educational Workshops
- Vocational Workshops
- Life Skills Workshops
- Case Management
- Computer Training

The Outreach Program falls under the umbrella of the Community Server Center. The Outreach Program seeks youth who are on the streets between the hours of 12am and 8pm. The Outreach team distributes food to homeless youth, provides referrals to shelters and emergency services, and refers youth to our Community Service Center for additional assistance.

VOLUNTEER SERVICES

Vocational Program

Vocational services for the agency are provided through the Community Service Center. The goal is to assist clients in developing the appropriate skills to find and retain employment. In additional, the Vocational Training Program provides job specific training and direct placement into a job upon the successful completion of training.

Volunteers in this area can help clients gain experience in researching jobs, writing cover letters and resumes, as well as assist clients in developing interviewing skills. Volunteers in a specific field may assist in teaching one of the topics of the Vocational Program.

Educational Program

Educational assistance is provided for youth that are currently in school and for youth interested in obtaining their General Equivalency Diploma (GED). Volunteers in this program may assist in teaching GED classes and provide tutoring.

Clothing Closet

The Community Service/Crisis Shelter will maintain a clothing closet in the near future. The clothing closet will consist of clothes that have been donated to Covenant House Georgia from various churches and civic organizations. The items are provided for clients that need clothes for daily use, work, and interviews. Volunteers will be needed in the near future to sort, organize, and distribute donations that come in the form of new and used clothing. Volunteers also assist clients in finding appropriate clothing. In addition, volunteers may assist with clothing drives in their place of business or in their neighborhoods.

Food Services

Outreach services are provided throughout Atlanta to reach out to young people in need. Every week the Outreach Van staff provides food, juice, and counseling to youth living on the street. The Outreach team provides immediate assistance to the youth on the street. The youth are also referred to the Community Service Center. In addition, assistance for food preparation is needed for a variety of special events and holidays. Volunteers may assist in preparing food each night for the Outreach Program as well as assist in preparing food for special events. Volunteers may also assist in coordinating food drives during the holiday season.

Computer Training Program

The Computer Service Center offers basic computer training courses for clients. The goal is to assist clients in becoming more competitive in the work force. Volunteers in this area may assist in training clients on the following Microsoft Office Applications (Word, Excel, PowerPoint, Access, Publisher, and Outlook).

DIRECTIONS TO COVENANT HOUSE GEORGIA

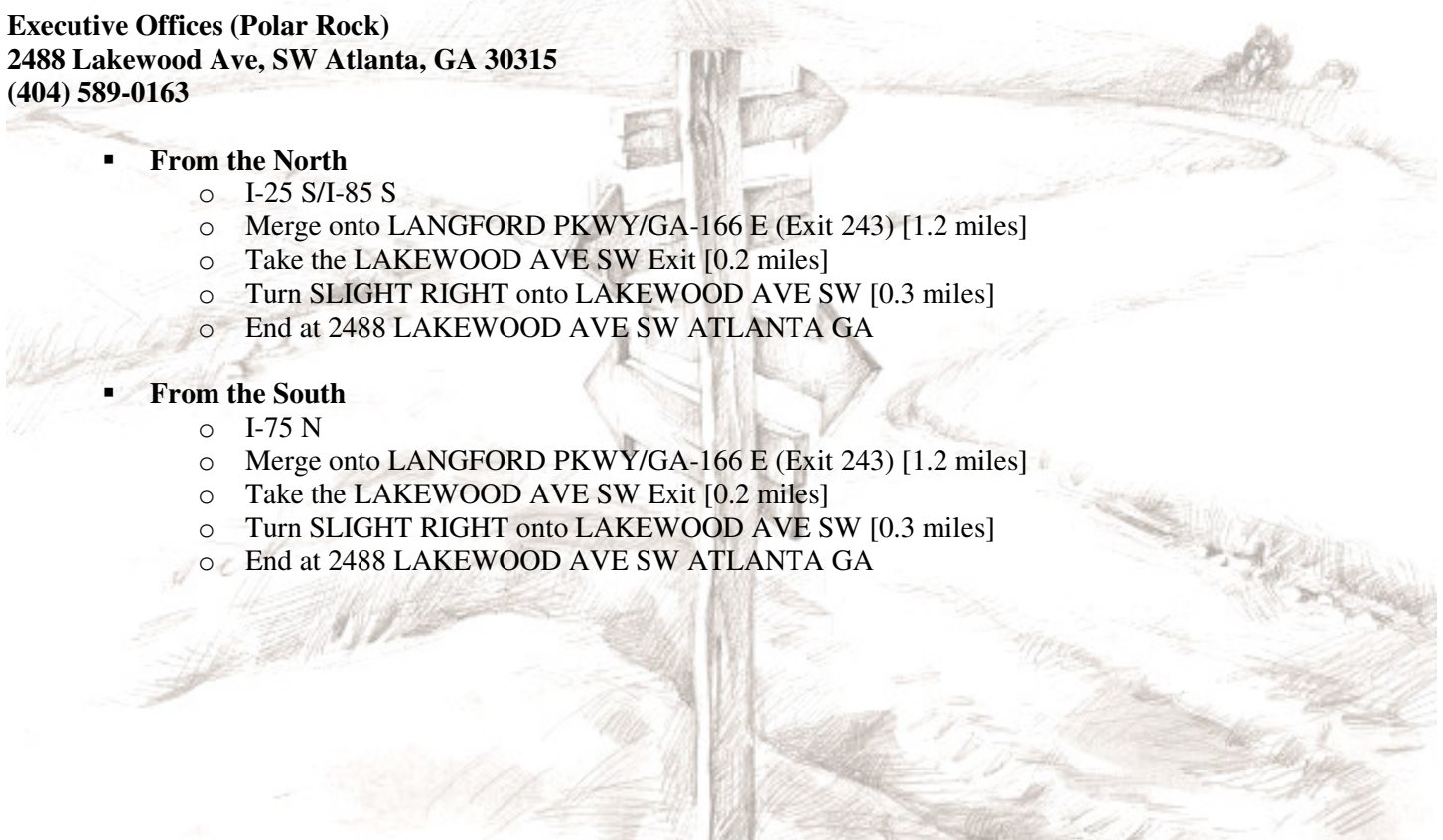
Community Service Center
72 Broad Street SW, Atlanta, GA 30303
(404) 688-4717

- **From the North**
 - South on I-75/I-85
 - Take the M L KING JR DR exit (Exit 248A) toward STATE CAPITAL STADIUM [0.2 miles]
 - Keep LEFT at the fork in the ramp [<0.1 miles]
 - Turn SLIGHT RIGHT onto MARTIN LUTHER KING JR DR SW [0.4 miles]
 - End at 72 BROAD ST SW ATLANTA GA

- **From the South**
 - I-75 N/I-85 N toward ATLANTA
 - Take the CENTRAL AVE exit (Exit 246) toward DOWNTOWN/GA DOME [0.6 miles]
 - Stay straight to go onto CENTRAL AVE SW [0.7 miles]
 - Turn LEFT onto MARTIN LUTHER KING JR DR SW [0.1 miles]
 - End at 72 BROAD ST SW ATLANTA GA

- **From I-20 East and I-20 West**
 - I-20 to N/I-85 N toward ATLANTA
 - Take the CENTRAL AVE exit (Exit 246) toward DOWNTOWN/GA DOME [0.6 miles]
 - Stay straight to go onto CENTRAL AVE SW 0.7 miles]
 - Turn LEFT onto MARTIN LUTHER KING JR DR SW [0.1 miles]
 - End at 72 BROAD ST SW ATLANTA GA

Executive Offices (Polar Rock)
2488 Lakewood Ave, SW Atlanta, GA 30315
(404) 589-0163

- 
- **From the North**
 - I-25 S/I-85 S
 - Merge onto LANGFORD PKWY/GA-166 E (Exit 243) [1.2 miles]
 - Take the LAKEWOOD AVE SW Exit [0.2 miles]
 - Turn SLIGHT RIGHT onto LAKEWOOD AVE SW [0.3 miles]
 - End at 2488 LAKEWOOD AVE SW ATLANTA GA

 - **From the South**
 - I-75 N
 - Merge onto LANGFORD PKWY/GA-166 E (Exit 243) [1.2 miles]
 - Take the LAKEWOOD AVE SW Exit [0.2 miles]
 - Turn SLIGHT RIGHT onto LAKEWOOD AVE SW [0.3 miles]
 - End at 2488 LAKEWOOD AVE SW ATLANTA GA



Please return completed application to:
 COVENANT HOUSE GEORGIA
 Human Resources Department
 2488 Lakewood Avenue, SW
 Atlanta, GA 30315

VOLUNTEER/INTERN APPLICATION

INSTRUCTIONS: Carefully read and complete this application in blue or black ink or type. Please print the information clearly. Return the completed application with an updated resume and a \$40 non-refundable application fee to the address listed above. Please make the check or money order payable to Covenant House.

I am applying as a: VOLUNTEER INTERN
 (You are an intern if you are fulfilling a requirement with your school.)

| | | | | |
|----------------------------|--------------|------------------|-------|----------|
| LAST NAME | FIRST NAME | MIDDLE INITIAL | DATE | |
| ADDRESS | | CITY | STATE | ZIP CODE |
| HOME PHONE | MOBILE PHONE | EMAIL ADDRESS | | |
| NAME OF EMPLOYER | | OCCUPATION/TITLE | | |
| EMPLOYER ADDRESS | | CITY | STATE | ZIP CODE |
| NAME OF SCHOOL (IF INTERN) | | CITY | STATE | ZIP CODE |

Please check if you are 20 years old or younger.
 (Volunteers/Interns under the age of 21 may not work directly with the residents.)

Have you resided in Georgia for seven (7) years? Yes No*

*If NO, please list the cities and states you have resided in for the past seven (7) years?

City: _____ State: _____

City: _____ State: _____

City: _____ State: _____

City: _____ State: _____

Have you ever been convicted of a crime? (Exclude minor traffic violations.) No Yes

If YES, please explain.

Have you ever been convicted of child abuse and maltreatment? No Yes

If YES, please explain.

How did you hear about Covenant House Georgia and the volunteer/intern program?

- Website Family/Friends Literature Mailings
 Volunteer Referral Service _____ College/School _____
 Church _____

What attracts you to the idea of volunteering/interning at Covenant House Georgia?

Do you have any previous volunteer/intern experience? Briefly describe – indicating organization name, time of involvement, duties, and population served.

Why do you want to volunteer/intern at Covenant House Georgia and what are you looking to get out of this experience?

Discuss any concerns you may have about volunteering/interning at Covenant House Georgia.

List any hobbies or special training/skills you have (i.e. foreign language, arts and crafts, computers, tutoring – Math, Reading, English, etc.).

Please pick five (5) areas of interest and number them from 1 – 5. (1 = Area of greatest interest)

- | | | | |
|--------------------------|-------|-----------------------|-------|
| Intake | _____ | Mentor | _____ |
| Regional Training Center | _____ | Communications | _____ |
| Male Residential Unit | _____ | Research/Q.A. | _____ |
| Female Residential Unit | _____ | Clothing Room | _____ |
| Mother/Child Unit | _____ | Outreach | _____ |
| Support Services/Admin | _____ | Fundraising | _____ |
| Recreation | _____ | Infant/Toddler Center | _____ |
| Crisis Shelter | _____ | | |
| Other | _____ | | |

Community Programs: Five Points Polar Rock Crisis Shelter
 (Community Service Center Hours of Operation – M-F, 7AM-6PM)
 (Crisis Shelter Open 24/7. There are three shifts: 8am – 4pm. 3:30pm – 11pm, 10:30pm – 8:30am)

List Times Available: (Indicate AM or PM)

Mon. _____ Tue. _____ Wed. _____ Thu. _____
 Fri. _____ Sat. _____ Sun. _____

If you are an **INTERN** – How many hours do you need to fulfill per semester? _____
 How many hours do you need to fulfill per Week? _____

Will you be able to commit to consistent volunteer/intern schedule? Yes No
 If **NO** please explain.

If you are a **VOLUNTEER** – Are you confident you can make a commitment to spend at least 1wo (2) days per week on a regularly scheduled basis? Yes No
 I **NO** please explain.

Please list the name and address of two people who can serve as character references. (**You may not use relatives or significant others**). Covenant House Georgia reserves the right to contact your references.

| REFERENCE 1 | | | |
|---|-----|---------------|----------------|
| NAME | | | |
| NAME OF COMPANY (IF NOT MAILING TO RESIDENCE) | | | |
| ADDRESS | | CITY | STATE ZIP CODE |
| PHONE | FAX | EMAIL ADDRESS | |
| REFERENCE 2 | | | |
| NAME | | | |
| NAME OF COMPANY (IF NOT MAILING TO RESIDENCE) | | | |
| ADDRESS | | CITY | STATE ZIP CODE |
| PHONE | FAX | EMAIL ADDRESS | |

All of the forgoing answers are complete and true. No information has been withheld which would affect my application unfavorably before or during my time of volunteer/internship service.

Signature: _____ Date: _____

PLEASE READ CAREFULLY AND SIGN!

WITHOUT YOUR SIGNATURE YOUR APPLICATION IS NOT VALID.

VOLUNTEER POLICY

Covenant House Georgia matches interested volunteers/interns based on the needs of the agency and the specification of the potential volunteers/interns interests.

The assessment interviews are designed to establish a profile of the volunteers/interns. This profile will be used by the agency to determine qualification of services. As part of the assessment process, professional agency personnel will elicit personal information from the Director of Human Resources. All volunteers will be subject to a background check.

I understand it is my responsibility to ensure that the agency receives any necessary information that would aid the assessment process and non-compliance will result in withdrawal of my consideration as a volunteer/intern for Covenant House Georgia.

I understand and acknowledge that I am applying to volunteer my time and services to Covenant House Georgia and that if my application is accepted as a “volunteer,” I will receive no compensation from Covenant House Georgia for my time and services.

My signature on this form does not obligate me to perform the volunteer services applied for, and the agency is not obligated to assign, or actively seek to assign me placement.

I acknowledge that this application becomes the property of Covenant House Georgia. All of the information I provide is accurate and is subject to verification by Covenant House Georgia. In the event of the agency’s determination of my ineligibility, in accordance with longstanding agency policy, the reason will not be provided.

Please Note: Covenant House Georgia does not discriminate with regards to applicant’s race, color, creed, gender, sexual orientation, marital status, place of national origin, age, or disability.

Applicant Name (Print)

Applicant Signature

Date



VOLUNTEER AGREEMENT AND CONSENT FORM

Article 3 of Chapter 5 of Title 49 of the Office Code of Georgia requires a criminal records check for volunteers working with children and Covenant House Georgia requires records check for volunteers working with any clients.

Please print your full name as indicated below and sign this agreement authorizing a criminal records check and your acceptance of the terms of this agreement.

In consideration of the opportunity to do volunteer work with Covenant House Georgia, I agree to the following:

I _____ (Print Full Name) hereby authorize Covenant House Georgia or its authorized agents to search, review, and receive any criminal history information pertaining to me that may be in the files of any state or federal criminal justice agency.

I understand as part of my commitment that I will attend volunteer training and that I will be expected to keep a record of my volunteer hours.

I recognize the right of Covenant House Georgia to terminate, without notification as to the reason for termination, the services of any volunteer at any time.

Signature

Date

Street Address

City

State

Zip Code



VOLUNTEER INQUIRY RELEASE

In connection with my request for unpaid volunteer service, I understand that investigative inquiries on my background, in accordance with all state and federal laws, are to be made on me, including information as to my personal character, mode of living, general reputation, and other qualities pertinent to my service.

I understand that Covenant House Georgia (CHGA) and/or Premier InfoSource may make inquiries, including criminal history and driving history. Furthermore, I understand that CHGA and/or Premier InfoSource may request information from various federal, state and other agencies that maintain records concerning my past driving history and criminal history.

I authorize without reservation, any party (including, but not limited to, law enforcement agencies, state agencies, and private information bureaus or repositories) contacted by CHGA and/or Premier InfoSource to furnish any or all of the above mentioned information. In addition, I hereby release Premier InfoSource and CHGA from any and all liability for damages arising from investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to CHGA and/or Premier InfoSource the above mentioned information as requested, in order to successfully complete a background investigation for my request for volunteer service. I will allow a photocopy of this authorization to be as valid as the original for purposes as determined necessary by CHGA and/or Premier InfoSource.

PRINT FULL NAME _____

SOCIAL SECURITY # _____ - _____ - _____ *DATE OF BIRTH _____ / _____ / _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

DRIVER'S LICENSE NO _____ STATE _____ *SEX _____ *RACE _____

NON-PROFIT ORGANIZATION: **Covenant House Georgia**
2488 Lakewood Avenue, SW
Atlanta, GA 30315
Phone: (404) 658-9405
Fax: (404) 832-1282

APPLICANT SIGNATURE _____

* Date of Birth, Sex and Race are being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes.



VOLUNTEER/INTERN REFERENCE FORM

Applicant's name: _____ Phone #: _____

The person named above has applied to be a volunteer/intern with Covenant House Georgia. In that capacity he/she will work with adolescents or young adults. We would appreciate your candid assessment of the applicant. The following qualities are ones that we hope to find in our volunteers. It will help us a great deal if you will carefully answer each question on this form. Feel free to use any empty spaces to add comments about the person. Finally if you have not had the opportunity to observe these qualities, please leave the answer blank. Thank you very much for your consideration and help.

Print Name: _____ Occupation/Title: _____

Address: _____

PLEASE RETURN THIS FORM WITHIN TWO (2) WEEKS SO AS NOT TO DELAY THE APPLICANT'S APPLICATION PROCESS

1. How long have you known this applicant and in what capacity (friend, business associate, etc.)?

2. How close is your relationship (how often do you see each other, quality of friendship)?

3. FRIENDLINESS: Do you feel this person possesses a genuine interest in others, especially children and young people? What is this person's capacity for caring and warmth?

4. UNDERSTANDING: Do you feel this person possesses a genuine interest and ability to intelligently perceive situations and problems?

5. RESPONSIBILITY: Does he/she show consistency in commitment and have the ability to follow through as a volunteer?

6. TOLERANCE: Does this person demonstrate adaptability and an ability to accept different backgrounds and standards?

7. MATURITY: Please describe this person's level of stability, judgment and general adjustment.

8. VALUES & HABITS: Is this person's character such that he/she would be a desirable role model for a young adult?

9. AWARENESS: How aware is this person of his/her own limitations and how does he/she adjust with them?

10. RELATIONSHIPS: Have you seen this person maintain good relationships with his/her parents, relatives and friends?

11. TEMPERAMENT: Please describe this person's temperament (i.e. patient, easily upset?)

12. Do you have any additional comments pertaining to this person's acceptance as a volunteer?

Signature: _____ Date: _____

PLEASE MAIL OR FAX THIS FORM TO:

Covenant House Georgia
Human Resources Department
2488 Lakewood Avenue, SW • Atlanta, GA 30315
Phone: (404) 589-0163 • Fax: (404) 832-1282

TO ENSURE COMPLETE CONFIDENTIALITY MAIL DIRECTLY TO THE ABOVE ADDRESS.



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