



Serenity House of Clallam County
PO box 4047 • 2203 W 18th Street • 360-452-7224

Greetings!

Welcome aboard as a volunteer for Serenity House of Clallam County! We sincerely appreciate your interest in helping us with our mission of preventing and ending homelessness in Clallam County. Homelessness is an issue that affects everyone. Community volunteers make a difference by conveying to homeless people and families that there are people who care about their circumstances and want to help them make whatever changes are needed to resolve their problems.

Please complete the following Volunteer Application and return in any of the following ways:

1. In-person to the Serenity House Administration Building, located at:
2203 W. 18th Street
Port Angeles WA, 98363
2. Fax to: 360-452-0806
3. Email to: volunteer@serenityhouseclallam.org with “Volunteer Application” as the subject line.

**THANK YOU FOR YOUR GENEROSITY!
VOLUNTEERING DOES MAKE A DIFFERENCE!**

Sharon Maggard, Executive Director
360-452-7224





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Volunteer Involvement Opportunities

Office Support: Staffing the front desk at Serenity House Administration Office in Port Angeles, or at the front desk at the Shelter. Answering phones, greeting people, and helping with projects such as volunteer recruitment, thanking donors, organizing events, assisting with daily paperwork needs, light cleaning duties, etc.

Thrift Store: Processing donations, maintaining inventory, serving customers, light cleaning duties, etc.

Mentoring: Working with youth and young adults (YYA) or families to cultivate their interest in housing, education, and employment, and building self-reliance and parenting skills. Helping with summer activities, homework, etc.

Tutoring: Assist adults and/or their children with homework or literacy skills, help people prepare for GED testing, read to children, or let them read to you, interactions for building social skills, etc.

Maintenance/Housing Support: Assist households with housing repairs, cleaning, gardening, or yard work, assisting with unit turns and general cleaning duties, etc.

Move in Support: Help a household move into their home by providing moving assistance such as transportation with a vehicle, assistance lifting items, finding donations for a tenant's new home, etc.

Adopt-A-Family: Help a household for the holidays, welcome them to their new home, etc. This is an opportunity to empower a household.

Special Projects: You name it, we can see if we can make it happen!

Friendship Diversion and Community Service: We provide tasks to be completed to allow those who need community service hours the opportunity to complete their required time in a productive and appreciated manner. Not sure where you'd like to help? Just contact us and we'll find out what can work out for you.





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Full Legal Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Date of Birth: _____

Email Address: _____

General Information

Education Level: _____

Current held licenses or certificates: _____

Work/Volunteer Experience: _____

Special interests/Skills: _____

What is your experience and/or understanding of homelessness? _____

Volunteer work preference type: _____

Days and times available: _____



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Please list 3 references. (Do not include relatives please)

- 1. Name: _____ Phone #: _____
Address: _____
Relationship: _____
2. Name: _____ Phone #: _____
Address: _____
Relationship: _____
3. Name: _____ Phone #: _____
Address: _____
Relationship: _____

Do you have any misdemeanor or felony charges pending? (Yes) (No) If Yes, please explain:

Have you ever been convicted, fined (excluding minor offenses), placed on probation, or given a suspended sentence in any court? (Yes) (No) If Yes, explain: _____

To the best of my knowledge and belief, I am in good health and free from any condition or disability (physical, mental, and/or emotional) that would impair my ability to participate as a volunteer. (Yes) (No) If No is selected, please explain: _____

Emergency Contact Name: _____

Relationship: _____ Phone #: _____

I hereby certify that all statements made on this application are true to the best of my knowledge and belief and authorize Serenity House of Clallam County to contact my references listed above and initiate a criminal record check prior to my acceptance as a volunteer.

Applicant Full Legal Signature: _____ Date: _____





CODE OF CONDUCT

Serenity House of Clallam County is committed to conducting its business with integrity in accordance with the highest ethical standards and in compliance with all applicable laws, rules, and regulations.

Our mission is to prevent homelessness throughout Clallam County by offering programs that target the root causes of homelessness. These programs include best-practice housing-first methodology, homelessness prevention, provision of low-income and permanent supportive housing, transitional housing, and immediate emergency shelter. Our focus is on creating permanent solutions that cultivate a culture of self-reliance among those we serve, empowering them to find housing, employment, make everyday choices, and approach any other crisis that may arise from a place of safety.

This Code of Conduct sets forth minimum ethical and professional standards that guide the behavior of board members, employees, and volunteers, and enhance our mutual reputations for integrity with clients, colleagues, funders, and the community at large. Therefore, material departures from this Code of Conduct are viewed seriously and will be met with such disciplinary action as the Board of Directors and Executive Director deems appropriate, up to and including suspension or termination of employment or association.

This Code of Conduct was revised and implemented in January of 2023.

As an employee/volunteer representing Serenity House of Clallam County, I:

- Recognize my obligation to represent the interests of all people served by this agency, and not favor special interests inside or outside this agency.
- Will approach all issues with an open mind, prepared to listen and respect the opinions of my colleagues, and be ready to contribute constructively and make the best decisions for everyone involved.
- Will work to earn and preserve the trust of my colleagues, clients, and the community.
- Will not interfere with the duties of the Executive Director or undermine their authority with agency employees.
- Will not, in my personal activities, represent myself as an agent or representative of Serenity House, unless I have been authorized to do so.
- I will support the Code through my own actions and promptly report violations of the Code or applicable laws or regulations to the Executive Director, their designee, or a member of the Board of Directors.





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- Will act honestly and with integrity, in accordance with all applicable laws and regulations and shall refrain from unlawful, unethical and/or fraudulent acts.
- Understand my obligation is to act in the best interests of the agency and to avoid situations that create actual or potential conflict of interest or the appearance of a conflict of interest.

A “conflict of interest” is any situation where a personal interest may conflict with duties owed to Serenity House. By means of example, it may be a conflict of interest to:

- Direct business to a domestic partner, spouse, relative, or close friend
- Have a direct or indirect financial interest in any entity with which Serenity House does business; and/or,
- Use one’s position or employment status for personal advantage or for the advantage of one’s relatives, friends, or business acquaintances.
- Understand my obligation to promptly disclose any actual, potential, or apparent conflicts of interest to the Executive Director (or in case of the Executive Director, to the Board of Directors President) and to refrain from any decision, selection, or award process where my involvement would create an actual, potential, or apparent conflict.
- Will refrain from soliciting, accepting, or giving gifts, gratuities, favors or anything of monetary value to or from contractors, grantees, funder, or government employees, except gifts of nominal value that fall within the agency’s policy.
- Will respect the strict confidentiality of information of a personal, private and/or confidential nature.

- Will maintain appropriate boundaries with clients.
- Understand that the agency’s reputation for integrity hinges on full, fair, and complete financial reporting and therefore agrees to:
- Provide complete, timely and accurate financial information and reports, cooperate as requested with the agency’s management team, the finance department, and/or the auditors.

Signature

Date

Printed Full Legal Name





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Volunteer Agreement and Authorization for Background Check Inquiry

I hereby authorize Serenity House of Clallam County to request information relating to my background. I understand that such inquiries may be subject to federal and/or state law enforcement agencies, that I will be notified of each agency's response.

I understand that by volunteering for Serenity House of Clallam County, I become a representative of the agency to the public and agree to conduct myself appropriately at all times during my volunteer work. I agree to abide by the following rules while serving as a volunteer:

1. While volunteering, I will totally abstain from the use of alcohol and/or other mind-altering substances or prescriptions. I will not volunteer if under the influence of alcohol or other mind-altering substances or prescription drugs.
2. I will not socialize outside my volunteer duties with program participants.
3. I will respect the participants' rights to privacy and confidentiality. I will not discuss any matters that pertain to participants outside of the designated agency or with any person other than agency staff members or the participant.

I hereby agree to indemnify and hold harmless Serenity House of Clallam County, their Board of Directors, officers, agents, employees, contractors and/or other volunteers from any loss, liability, damage, or costs, including court costs and attorney's fees, resulting from and arising out of my volunteer work.

Full Legal Signature: _____

Printed Name: _____ Date: _____





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CONFIDENTIAL

You are applying for appointment to a position which is directly responsible for the care, supervision, or treatment of children or persons with disabilities. RCW 43.43 requires each such applicant to sign a disclosure statement, under penalty of perjury, relating to certain civil adjudication’s conviction records, and disciplinary board final decisions. In addition, inquiries may be made to state and/or federal law enforcement agencies. Information obtained from the disclosure statement or background inquiries will not necessarily preclude appointment to the position applied for, but will be considered in determining your character, suitability, and competence.

If you wish to be considered, you must complete and sign the Authorization for Background Inquiry (see below) and the Applicant disclosure form. Failure to complete and sign this form will disqualify you from further consideration.

If a background inquiry is made to a federal or state law enforcement agency, you will be notified of the agency’s response and a copy of that response will be made viewable to you upon your request.

Applicant’s Full Legal Name: _____
Last First Middle

Alias/Maiden Name: _____ Date of Birth: _____

Social Security Number: _____ Driver’s License # _____

I hereby authorize Serenity House of Clallam County and its employees and/or agents to request information relating to my background. I understand that such inquiry may be to federal and/or state law enforcement agencies, that I will be notified of the agency’s response, and that a copy of the response will be made viewable upon my request.

Date: _____ Signature of Applicant: _____

Mailing Address: _____

