

Edmonds Waterfront Center

Home of the Edmonds Senior Center

Connecting & Enriching Our Community

PO Box 717 • Edmonds WA 98020 • (425) 774-5555 • www.edmondswaterfrontcenter.org

Volunteer Application

- * Date _____
m/d/yyyy

- * Name _____
First Last M.I.

- * Address _____
Number & Street Apt.

City ZIP Code

- * Phone (____)____-____ (____)____-____
Primary Alternate

- * Email _____

- * Education/Special Training _____
- * Highest Grade Level Completed _____
- * Employer's Name/School's Name _____
Occupation/Academic Major _____

Why are you interested in volunteering for Edmonds Waterfront Center?

Are you a Minor, under 18 years of age? Yes No If Yes: Provide contact info for Parent/Guardian
Name: _____
Phone number: (____)____-____

How did you hear about our Volunteer Program? Referral Media School Other

Are you required to volunteer? If yes, include an explanation:

Our mission is to connect and strengthen our community through programs, services and activities that engage, inspire and support people of all ages.

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Volunteer Experience (list most-recent service positions):

Position: _____ Position: _____
Agency: _____ Agency: _____
Service Dates: _____ Service Dates: _____

How would you like to help? Check up to 3 areas of interest. Volunteer role descriptions are on Attachment 1.

- Bastyr
- CDL Bus Driver
- Foot Care
- Guest Services – Shift(s)
 - 8:00 – 12:00 11:00 – 2:00 12:00 – 4:00
- Reception – Shift(s)
 - 8:00 – 12:00 11:00 – 2:00 12:00 – 4:00
- On-Call
- Statewide Health Insurance Benefits Advisors (SHIBA)
- Thrift Store
- Trip Host
- Weekend Greeter

What is your availability?

Mon Tues Wed Thu Fri Weekend

Planned Duration of Volunteer Commitment:

One Time: 1-3 months: More than 3 months: On-call:

Other: _____

Please indicate any physical restrictions:

* Emergency Contact: In the event of an emergency, please list the person you would want notified.

Name _____ Relationship _____

Phone (____) _____ - _____

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*** All Applicants -- review and respond to the following statements:**

	<i>Concur</i>	<i>Do Not Concur</i>
I certify that I have answered truthfully and have not knowingly withheld any information relative to my application.	<input type="radio"/>	<input type="radio"/>
I understand that if I am accepted as a volunteer, my volunteer relationship at Edmonds Waterfront Center (EWC) will be of indefinite duration and that either EWC or I will be free to terminate this volunteer relationship at any time.	<input type="radio"/>	<input type="radio"/>
I further understand that, if accepted as a volunteer, any misrepresentation or material omission on this application which becomes known to EWC may result in my immediate dismissal as a volunteer.	<input type="radio"/>	<input type="radio"/>
I agree that all work I do is on a volunteer basis, and I am not eligible to receive any monetary payment or reward.	<input type="radio"/>	<input type="radio"/>
I understand that Edmonds Waterfront Center will conduct a Criminal Background Check for adult applicants.	<input type="radio"/>	<input type="radio"/>

Minor Applicants and their Parents/Guardians – review and respond to the following additional statements:

	<i>Concur</i>	<i>Do Not Concur</i>
We understand that parental/guardian consent is required to volunteer because the applicant is under age 18.	<input type="radio"/>	<input type="radio"/>
We have reviewed and discussed this completed application together.	<input type="radio"/>	<input type="radio"/>
The parent/guardian named on page 1 of this application also attests to the truthfulness, accuracy, and completeness of the information provided.	<input type="radio"/>	<input type="radio"/>

Thank you so much for your interest.

Please save your completed application to your device.

Submittal options:

- e-mail to lorna.butterfield@edmondswaterfrontcenter.org
- drop off a printed copy at Guest Services (second floor) of Edmonds Waterfront Center
- mail a copy to the PO Box address above

Edmonds Waterfront Center Volunteer Role Descriptions

Bastyr - Center for Natural Health, provides naturopathic medicine to patients of all ages. Duties include scheduling appointments, assisting with pre-screening, check-in patients, accepting payments, and making reminder calls.

CDL Bus Driver – Friendly, helpful, and able to physically assist trip-goers on and off the bus as needed. Must have a current Class C license, pass background, and MVR check. The schedule includes weekdays and some evenings and weekends.

Foot Care – Professional foot care for all feet. Handle patient check-in, and clinic flow, assist with pre-appointment footcare forms, and obtain payment. Retrieve calls from voicemail footcare line, make appointments, reminder calls, and maintain the waitlist using the TEAMS program. HIPAA training is required for this position.

Guest Services (upper-level desk) – Answer the phone, transfer, and return calls. Be familiar with EWC programs, classes, daily activities, and events. Register Senior Café participants. Help sign up and take payments from guests for classes, programs, tours, membership, and membership renewals. Assist with correspondence, accounting, data entry, filing, etc. May have a regular schedule or be on-call as a substitute.

Reception (lower-level desk) – Be a friendly face to guests arriving at EWC. Be familiar with EWC programs, classes, daily activities, and events. Once participants are registered, enter Senior Café payment information into our software program and take payments.

On Call - Provide support to a variety of EWC programs and events throughout the year on weekdays, weekends, and evenings as needed. Assist with correspondence, accounting, data entry, filing, etc. as needed.

SHIBA - Statewide Health Insurance Benefits provides Washington State consumers with free and unbiased information on Medicare. Volunteer responsibilities include answering calls and assisting with outreach and partnership development. Extensive training is offered to become an advisor.

Thrift Store – Chosen the K5 “ Best of Western Washington”- Thrifting in 2021, the thrift store offers a variety of positions including receiving donations, sorting, pricing, display of merchandise, cashiers, and customer service.

Trip Host – Chaperone for trips. Duties include keeping the group safe, comfortable, and on time, taking attendance, distributing itineraries and tickets, acting as the group representative while at the destination, maintaining emergency contact information, and handle emergency situations. The schedule includes weekdays and some evenings and weekends.

Weekend Greeter - The greeter's primary task is to provide a sunny disposition to the public, Shore Pine coffee patrons, and guests as they arrive for Friday evening, Saturday, and Sunday events.

Edmonds Waterfront Center

Diversity, Equity & Inclusion

Edmonds Waterfront Center is a community asset where everyone is welcome. We are committed to outreach and inclusion. We continually work to ensure our program offerings and the makeup of our staff, valued volunteers and Board reflect the rich diversity of our region.