

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 _____
Last First 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 explanation:

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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.

- Administrative Support
- Bastyr
- CDL Bus Driver
- Docent
- Facilities
- Foot Care
- Reception – if interested, also select shift(s)
 - 9:00 – 12:00
 - 11:00 – 2:00
 - 1:00 – 4:00
- Special Events
- Statewide Health Insurance Benefits Advisors (SHIBA)
- Thrift Store
- Trip Host

Please indicate any physical restrictions:

What is your availability?

- Mon Tue Wed Thu Fri Weekend

Planned Duration of Volunteer Commitment:

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

Other: _____

* 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.		
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.		
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.		
I agree that all work I do is on a volunteer basis, and I am not eligible to receive any monetary payment or reward.		
I understand that Edmonds Waterfront Center will conduct a Criminal Background Check for adult applicants.		

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.		
We have reviewed and discussed this completed application together.		
The parent/guardian named on page 1 of this application also attests to the truthfulness, accuracy, and completeness of the information provided.		

Thank you so much for your interest.

Please save your completed application to your device.

Submittal options:

- *e-mail to hospitality@edmondswaterfrontcenter.org*
- *drop off a printed copy at the main desk (first floor) of Edmonds Waterfront Center*
- *mail a copy to the PO Box address above*

R4 DRAFT

For office use: Interview with _____ Date _____

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Edmonds Waterfront Center (EWC)
Volunteer Role Descriptions

- Administrative Support:** Assist various EWC staff departments -- assemble membership mailings, assist with correspondence, accounting, data entry, filing, etc. May have a regular schedule or be on-call.
- Bastyr:** Bastyr Center for Natural Health provides naturopathic medicine to seniors and patients of all ages. The clinic program at EWC uses volunteers to schedule appointments, assist with pre-screening, check-in patients, accept payments, make reminder calls, and assist clinic staff with administrative duties.
- CDL Bus Driver:** Friendly, helpful, and able to physically assist trip goers on and off bus as needed. Must have a current Class C license, pass background and motor vehicle record (MVR) checks. Schedule includes weekdays and some evenings and weekends.
- Docent:** Provide EWC educational tours to guests and groups. Become familiar with the EWC history, mission, and programs and be comfortable with public speaking. May have a regular schedule or be on-call.
- Facilities:** Provide varied support throughout the building--cleaning, maintenance, event set-up/break-down, audio-visual support. Must be able to lift 35 lbs.
- Foot Care:** Professional foot care for all feet. Volunteers handle patient check-in, clinic flow, assist with pre-appointment footcare forms, obtain payment with receipt, retrieve calls from voicemail footcare line, make appointments, place courtesy reminder calls, and maintain the waitlist. HIPAA training required for this position.
- Reception:** Receive visitors and phone calls at the upstairs or downstairs reception desk—greet folks and direct inquiries appropriately. Become familiar with EWC activities; learn registration processes and tools for the senior lunch program, EWC membership, and scheduled classes.
- Special Events:** Provide support for a variety of events throughout the year. Assistance with set-up and clean-up, event check-in and monitoring, and other support, as needed. Weekdays, weekends, and evenings as needed.
- Statewide Health Insurance Benefits Advisors:** SHIBA, part of the Washington state Office of the Insurance Commissioner's consumer protection services, provides free, unbiased and confidential help with Medicare and health care choices. Volunteer responsibilities include answering calls and assisting with outreach and partnership development. Extensive training offered to become an advisor.
- Thrift Store:** Winner of Best Thrifting in KING 5's Best of Western Washington 2021, the thrift store has a community of 70 volunteers receiving, sorting, pricing, displaying, and selling donated merchandise. Funds raised support EWC.
- Trip Host:** Chaperone for trips. Duties include keeping the group safe, comfortable and on-time, assisting the driver, taking attendance, distributing itineraries and tickets, acting as the group representative while at the destination or event venue, maintaining emergency contact information, and handling emergency situations. Schedule includes weekdays and some evenings and weekends.

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.