

Activity Department Volunteering

Volunteers do not necessarily have the time they just have
the heart.

~Elizabeth Andrew

If you would like to volunteer at Hooverwood during the summer or any other time, we appreciate if you keep the following things in mind:

- You must fill out a volunteer application before volunteering. After filling out the application you will be contacted by the Activity Director to set up a time for orientation.
- You must be at least 12 years old to volunteer at Hooverwood and you must be willing/able to push residents to and from activities.
- **Volunteers under the age of 14 are only permitted to volunteer a maximum of 3 hours at a time.**
- You must schedule a time to volunteer 48 hours **in advance** by calling 493-2801 or emailing or Kira Shemesh at activitydirectors@hooverwood.org
- If you are related to a staff member and have completed your volunteer hours you may not stay with your relative for the remainder of the day.
- The Activity Directors will advise you the best times and days that volunteers are needed.
- Volunteers may not be in the activity office during lunch hours or before and after an activity begins.
- Volunteers should remain busy the entire time they are volunteering. If they complete their assignment, they should return to the office to receive another assignment. At no time should a volunteer be sitting idly.
- Volunteers may only volunteer during the hours of 9-4. (unless scheduled during an evening activity)
- Volunteers are **REQUIRED** to wear a volunteer badge.

HOOVERWOOD JEWISH HOME

**7001 Hoover Road
Indianapolis, IN 46260
(317) 251-2261**

Volunteer Application

Today's Date: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

In case of emergency, notify:

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

I am interested in volunteering on:

_____ Weekdays _____ Weekends _____ Evenings

Hours Available: _____

Are you over the age of 18: _____

Please list any skills or experiences that may apply:

Please list any experience you have had working with older adults.

Do you have any physical limitations that may affect your ability to volunteer? _____

If yes, please describe. _____

Please list two references of people not related to you that you have known for at least one year.

Name: _____ Full Address and Phone: _____

Name: _____ Full Address and Phone: _____

Please return application to Kira Shemesh, Directors of Activities. You will need to arrange your orientation with her and set up your first day to volunteer.

Hooverwood asks that volunteers commit to at least 6 months of service and at least 2 hours per week, unless circumstances do not allow for this commitment as discussed with Activity Director

Signature

Date

FOR OFFICE USE ONLY

Start Date: _____

Orientation Date: _____