



# Volunteer Opportunities

## Resource Center: 3611 Plaza East Ct-Monday-Thursday 8:30-4:30pm; Friday 8:30 am - 12:00 noon

- Graphic design, marketing and public relations assistance, basic Computer data entry
- Receptionist - answering phones, filing, shredding, updating resources etc.
- Indoor Maintenance - Change air filters & light bulbs, general handyman; janitorial – Regular cleaning & Maintenance.

## Food Pantry Partners: Please contact [aluna@missiongranbury.org](mailto:aluna@missiongranbury.org) for times in addition to those below:

- Mon/Wed: 9:00-11:00 a.m. & 1:00 - 3:00pm: Pantry Prep: "Build a Bag" & Checking freezers
- Tues/Th 8:30-11am; 10:00 am-12:00 pm; 11:00 am-1:00 pm; 1:00-3:00 pm; Distribution & Cleanup/Organizing
- Friday: 9:00 - 11:00-Prepping for Saturday delivery
- Store Donation Pickups: Mon/Wed 8:00 am: Kroger-Aldi; Tues: Granbury Church of Christ (TAFB) & HEB; SAT: 8:00am: Kroger & Walmart (I person with truck & trailer needed for all food donation pickups)
- Community Food Pantry-1st Friday each month: 8-10:30am: First United Methodist Church, Granbury
- Pirate Back Pack Program-assemble food bags for school & summer

## Resale Shop: 1204 Waters Edge-M-F 9am-5pm; SAT: 10am-4pm; DONATIONS: Wed-SAT 10am-3pm

- Sorting and organizing clothing donations.
- Operating cash register, redeeming vouchers, pricing items, etc.
- Furniture pickup on an as-needed basis within those hours

\*\*\*\*\*PLEASE NOTE\*\*\*\*\*

FOOD PANTRY & RESALE SHOP POSITIONS ARE FAST PACED & REQUIRE  
STANDING ON CONCRETE & LIFTING UP TO 15 LBS

## Ada Carey Center - Women & Children Shelter-Varying times as needed

- Childcare provider during appointments and support groups hours vary
- Transportation - Transport residents to court, job interviews, work, medical, church, etc.
- Answer 24 hour hot line crisis calls
- Bi-lingual interpreter services-as needed
- Activity Team - Organize evening and weekend activities
- Weekly grocery shopping
- Assist with resume writing, job search skills 8am- 5pm

## CASA Court Appointed Special Advocates

- Provides advocacy to children in foster care as appointed by the court to include educational, medical and legal advocacy.
- Visits with the children and communicates with attorneys, CPS, foster and biological parents, and child placements to ensure safety of the child.
- Attends court hearings, Family Group Conferences, Permanency Conferences and Mediations
- Must be able to commit to 12-18 months of CASA Volunteer service

## Special Events

- Assist with fundraisers/special events and help represent Mission Granbury at community events. Times will vary. We encourage you to find us /like us on Facebook & other social media to stay informed for this role.

### For more information please contact:

Kaylyn Lammons, Volunteer Coordinator/Community Resource Manager  
(682)936-4829 [klammons@missiongranbury.org](mailto:klammons@missiongranbury.org) 3611 Plaza East Ct. Granbury, TX

76049 Ada Carey Shelter HOT LINE: 1-844-579-6848



3611 Plaza East Court  
Granbury, TX 76048  
P: 817-579-6866 F: 817-579-6427  
www.missiongranbury.org

# Volunteer Application & Release of Liability

## PERSONAL INFORMATION—Please Print Clearly

TODAY'S DATE: \_\_\_\_\_

*Last Name:	*First Name:	*Middle Name:
Address:	( ) Male	( ) Female
City:	State:	Zip:
Best Phone:	Text to cell okay? Yes ___ No ___	Physical limitations: _____
Email address :		
Employer Name:	Occupation/Special skills:	Bilingual? ( ) Yes ( ) No Languages:
Emergency Contact:	Phone:	Relationship:
Ethnicity: Hispanic ___ White ___ Black ___ Native Hawaiian/ Pacific Islander ___ Asian ___ American Indian/Alaskan ___		

## VOLUNTEERING PREFERENCES:

I am interested in the following areas: (please mark all that apply)

Ada Carey Shelter \_\_\_ C.A.S.A. \_\_\_ Food Pantry \_\_\_ Administrative \_\_\_ Resale Shop/Donations \_\_\_

PLEASE NOTE: FOOD PANTRY & RESALE SHOP POSITIONS ARE FAST PACED & REQUIRE STANDING ON CONCRETE & LIFTING UP TO 15 LBS

I am available M \_\_\_ T \_\_\_ W \_\_\_ TH \_\_\_ F \_\_\_ Sat \_\_\_

How did you hear about us? Website \_\_\_ Special Event \_\_\_ Other \_\_\_ Have you ever been convicted of a felony? Y \_\_\_ N \_\_\_

Please list three references that are not related to you.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

My signature below represents my permission for Mission Granbury Inc., to contact the above references and complete the required criminal background check on me. Failure to sign a release of information form or submit the required information, including fingerprints for CASA volunteers, will result in the application being rejected.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Upon receipt of your completed application, we will schedule an Orientation and tour of the Resource Center, Resale Shop and/or Ada Carey Shelter, as applicable. Background checks are required as well as an orientation prior to volunteering with Mission Granbury.



## Volunteer Release of Liability and Confidentiality Agreement

I, \_\_\_\_\_ the undersigned, hereby release and agree to hold harmless MISSION GRANBURY, INC, its members, affiliates, and employees or executives of any and all liability that could possibly be incurred as a result of my negligence, intentional or unintentional, during my service as a MISSION GRANBURY, INC. volunteer.

I further release and hold harmless MISSION GRANBURY, INC., its members, affiliates, and employees or executives of all liability with regard to any physical or emotional harm that I may sustain during the time I volunteer at MISSION GRANBURY, INC., or as a result of my participation in any project as a volunteer, or in any other activity sanctioned by MISSION GRANBURY, INC.

### Additionally, I agree to the following:

- My role is as a volunteer, and as such, I will receive no financial reimbursement for services rendered.
- I will bring to the attention of MISSION GRANBURY, INC. staff any concern of a legal nature.
- I recognize that any and all information shared with me as part of my duties as a volunteer is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations.
- I will not copy, transcribe, record, or memorize confidential information of any kind, nor disclose or use such information for any purpose other than providing the assigned services at MISSION GRANBURY, INC.

**AGREEMENT shall be governed in accordance with the laws of the State of Texas.**

I have had the opportunity to read and understand the release and acknowledge that by signing the document, I am waiving certain legal rights in the event of injury. BY SIGNING BELOW, I accept and agree to the terms contained above.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Non Discrimination Policy:**

**Mission Granbury and any affiliation of Mission Granbury including but not limited to staff or volunteers is strictly prohibited from discrimination based on race, age, gender, nationality, sexual orientation, religion, marital status, political belief, mental or physical handicap, or any other preference or personal characteristic. By signing below I accept and agree to this policy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_(INITIAL) I understand and agree to comply with all provisions in this document.

\_\_\_\_\_  
Mission Granbury Staff

**FOR APPLICANTS under age 18:** I (please print) \_\_\_\_\_, as legal parent / guardian of

\_\_\_\_\_ agree with the above. Date \_\_\_\_\_ Signature \_\_\_\_\_

### AUTHORIZATION FOR RELEASE OF INFORMATION

*Findings on background checks do not necessarily imply that the volunteer would not be accepted. All applicants are judged on their own merit and in accordance with different program requirements and grant standards.*

**All Volunteer background checks include the following:**

- State and national criminal background checks
- State and national Sex Offender Registry background checks
- Child Abuse and Neglect Central Registry checks

CASA Volunteer background checks *include all the above plus:*

- ◆ NCIC fingerprint background check through the Federal Bureau of Investigations  
*\*\*If a volunteer applicant refuses to sign a release of information form or submit the required information for any of the background checks required, the CASA program rejects the application.\*\**

**Mission Granbury authorized personnel will retain all personal and private information contained in this document in a *separate file*, locked area for safety and security for up to 7 years per state and/or federal grant guidelines. Regular office files will not contain background information or reports at anytime.**

Please provide the following:

Name \_\_\_\_\_ ( ) Female ( ) Male

                                Last                                First                                Middle

Email Address \_\_\_\_\_

\*\*\*Other names used (married, maiden, etc.) \_\_\_\_\_

Street Address (No PO Box) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Have you lived outside Texas in the last 7 years? \_\_\_\_\_ If yes, where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*SSN# \_\_\_\_\_ \*\*\*Texas Drivers License# \_\_\_\_\_

Other Professional Licenses/Certifications: \_\_\_\_\_

\*\*\*Date of Birth \_\_\_\_\_ Place of Birth: \_\_\_\_\_

I hereby authorize The Department of Public Safety and the Texas Department of Family and Protective Services to release to Mission Granbury, Inc., any information concerning my driving record, criminal history records and arrest records.

I hereby release Mission Granbury, Inc., the Department of Public Safety and the Texas Department of Family and Protective Services, including all officers, employees or related personnel, both individually and collectively, from any and all liability or for damages of any type which may at any time result to me, my heirs, family or associates because of compliance with this authorization.

Signed \_\_\_\_\_ Date \_\_\_\_\_

FOR APPLICANTS under age 18: I, (please print) \_\_\_\_\_, as legal parent / guardian of

\_\_\_\_\_ agree with the above.      Date \_\_\_\_\_ Signature \_\_\_\_\_