



## **PITTSFIELD YOUTH WORKSHOP**

P.O. Box 206 ♦ 5 Park St. ♦ Pittsfield, NH 03263  
Phone (603)435-8272 ♦ Fax (603)435-8272 ♦ Cell (603)234-9788  
info@pittsfielddyouthworkshop.org ♦ www.pittsfielddyouthworkshop.org

# PYW Volunteer Application Packet



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Dear Friend of PYW,

We hope you are reading this letter because you are considering becoming a volunteer for the Pittsfield Youth Workshop. Volunteers are essential to PYW; the organization cannot exist without them! Most activities we offer involve a number of youth and need the assistance of one or more volunteers.

The activities that volunteers can help with are varied and can involve working directly with the youth or supporting behind the scenes work. The following is a sampling of volunteer opportunities:

- *Drop-in center chaperone:* During the school year and summer spend time connecting with the youth of PYW. PYW has the following activities during drop-in: kitchen, computer center, arts and crafts, pool table, board games, and video games.
- *Field trip chaperone:* PYW takes students on 2-4 trips each month. Some of the trips we have been on include: indoor rock climbing, mountain biking, kayaking, whale watching, deep sea fishing, white water rafting, hiking, Museum of Science, concerts, bowling, roller skating, snow tubing, and ice skating.
- *Administrative duties:* Opportunities may include: grant writing, grant research, fundraising, communications, record keeping, and development meetings.
- *Fundraising activities:* PYW runs fundraising activities almost every month. Help youth plan, create and run different fundraising events.
- *Teach a class about a hobby of yours or activity leader:* PYW is always looking to introduce new and exciting skills or talents.
- *Community involvement:* Participate in Old Home Day, Balloon Rally, community cleaning and other community service activities.
- *Assisting the Board of Directors with Initiatives.* Help work on core management and operations activities with the Board of Directors.

Please speak with the Executive Director or a Board member if you are interested in a volunteer opportunity at PYW. You will be given a volunteer application packet. Please read through the forms thoroughly and return the three-page application form and signed adult code of conduct back to PYW. Please allow two weeks for PYW to process the application and for notification on volunteer status. Thank you for your interest in PYW. Please feel free to call with any questions. We truly appreciate all our volunteers!

Sincerely,

The PYW Board of Directors



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### **Mission Statement:**

The Pittsfield Youth Workshop is a nonprofit youth organization committed to providing programs and services that empower youth by helping them to develop useful skills, self-esteem, and meaningful friendships - by involving them in activities that are interesting, challenging, and healthy avenues to self discovery.

### **History:**

- PYW was founded in 1986 and operated as a center without walls for four years, offering outdoor adventure experiences and community service opportunities for teens.
- In 1990, PYW hired its first part-time director and opened a drop-in center in the town's newly renovated Community Center.
- In 1998 PYW moved into a downtown storefront at 2 Depot Street, where it was located for nearly 9 years.
- Since hiring its first full-time director in 1999, PYW continues to operate a drop-in center, involve youth in the community, and offer adventure based learning experiences.
- In October 2002, PYW received recognition from former Governor Jeanne Shaheen and the Governor's Kids Cabinet for "outstanding contributions to the video 'Champions for Change: Meeting the Needs of New Hampshire's Youth'".
- In September 2007, PYW moved to its current location in the Corinthian Lodge (AKA Pittsfield Academy) in Dustin Park. This collaboration with the Pittsfield Masonic Association has been a fantastic opportunity for the youth in town.



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### **PYW Volunteers Rights and Responsibilities**

#### **Volunteers Have the Right to Expect:**

- Suitable tasks that respect volunteers training and experiences, both personal and professional.
- An orientation when starting the position and on going training to update and refine skills.
- The staff to listen to volunteer's problems or concerns and that appropriate measures will be taken by staff to improve the situation.
- To be treated fairly.
- Be able to withdraw from a project at any time.
- Not do anything they are uncomfortable with or may request help if a job is too large or strenuous.
- Be appreciated and recognized for their service.
- Personal information to be kept confidential.
- Reimbursement of reasonable and approved out of pocket expenses.

#### **PYW Has the Right to Expect Volunteers to:**

- Consider volunteering at PYW a serious commitment.
- Be supportive of the PYW and represent it in an appropriate and responsible way.
- Observe the same rules and policies of the paid staff.
- Maintain confidentiality in all issues pertaining to the youth.
- Offer feedback and suggestions to paid staff.
- Take part in training that is required or pertinent to the volunteer opportunity.
- Be on time for volunteering and follow through on any commitments made. Scheduling conflicts should be made known to the staff as soon as possible so appropriate action can be taken.
- Follow the volunteer plan of assistance description and accept supervision.
- Inform the supervisor of any skills you feel should be known for the placement process before taking a volunteer assignment.
- Give the PYW's supervisors adequate notice before terminating your volunteer position from PYW and be honest about the reasons for leaving.
- Read and abide by PYW's code of conduct and policies.



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### ADULT CODE OF CONDUCT

**As an adult volunteer of the Pittsfield Youth Workshop, you are representing PYW to the public. You have the responsibility to be a positive role model and provide a safe and healthy environment for youth. You are expected to conduct yourself in a manner that will bring pride to you as well as PYW. To do that, you will need to adhere to the following Code of Conduct:**

1. Help all students have a pleasant experience by making every attempt to include all participants in all activities.
2. Set a good example by dressing appropriately for the occasion.
3. Act as a role model for youth by using appropriate language.
4. There are specific rules for drop-in and other rules for trips; please be aware of and enforce these rules.
5. When chaperoning events, please arrive early to assist in the planning and departure.
6. While chaperoning a specific event, notify a staff member if you must leave your assigned area.
7. Model PYW's zero tolerance policy with respect to:
  - alcohol
  - drugs (Please do not dispense over the counter drugs of any kind to the youth.)
  - tobacco (please refrain from smoking when around the PYW drop in center)
  - weapons
  - unreasonable behavior towards members, staff and guests, including but not limited to sexual harassment or misconduct
  - abuse of Internet access
  - destruction or theft of personal or PYW property
  - discrimination towards others based on age, gender, religion, race, color, disability, group, or association
  - violent behavior including verbal and/or physical misconduct
8. Adult volunteers have an obligation to PYW to report to PYW staff, illegal, unreasonable or threatening behavior, or behavior contrary to the policies of PYW.
9. Instruct youth to treat event areas, lodging areas, and transportation vehicles with respect and care. Participants will be responsible for any damage, theft, or misconduct.

**I have read the Pittsfield Youth Workshop Code of Conduct and agree to live up to the expectations. I realize my failure to do so could result in my termination as a volunteer.**

**Volunteer Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



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## PYW VOLUNTEER APPLICATION FORM

(All information provided will be confidential)

(Please print)

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Street City State Zip

HOME PHONE \_\_\_\_\_ Best Time to Contact \_\_\_\_\_

HOME EMAIL \_\_\_\_\_

OCCUPATION \_\_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

BUSINESS FAX \_\_\_\_\_ Best Contact Location: Home \_\_\_ Work \_\_\_

AUTOMOBILE INSURANCE POLICY # \_\_\_\_\_

(Insurance policy number and copy of declaration needed in case a volunteer needs to transport a youth)

### What type of position(s) do you prefer? (Check all that apply)

\_\_\_ Drop-in chaperone

\_\_\_ Assisting Board of Directors

\_\_\_ Trip chaperone

\_\_\_ Music program volunteer

\_\_\_ Office volunteer

\_\_\_ Fundraising/public relations

\_\_\_ Activity Leader

Other (please be specific) \_\_\_\_\_

\_\_\_ Community Involvement

\_\_\_\_\_

**Please tell us about your interests and experiences:**

1. Membership in civic, professional or religious organizations: \_\_\_\_\_

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2. Hobbies, Interests: \_\_\_\_\_

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3. Special Skills or Training: \_\_\_\_\_

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4. Previous Experience with teens both formally through an organization or informally:

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5. Previous Volunteer Experience \_\_\_\_\_

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6. Briefly explain why you would like to be a PYW volunteer \_\_\_\_\_

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**References**

Please list two people who have known you for at least two (2) years. They should be familiar with your character as it relates to working with teens. Please do not include family members.

Reference 1:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

HOME PHONE \_\_\_\_\_ (May we contact them at home) YES \_\_\_ NO \_\_\_

WORK PHONE \_\_\_\_\_ (May we contact them at work) YES \_\_\_ NO \_\_\_

Reference 2:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

HOME PHONE \_\_\_\_\_ (May we contact them at home) YES \_\_\_\_ NO \_\_\_\_

WORK PHONE \_\_\_\_\_ (May we contact them at work) YES \_\_\_\_ NO \_\_\_\_

**Permission of Background Check**

Do you give Pittsfield Youth Workshop permission to check with the appropriate authorities (e.g. police, courts, etc.) for matters of public record regarding your background or history? This might also include being fingerprinted and a background check. Please circle:

YES NO

**CONSENT FOR PUBLICATION OF PHOTOS**

I, \_\_\_\_\_ (print name), hereby authorize the Pittsfield Youth Workshop to use photographs taken of myself promotion or publicity of the Pittsfield Youth Workshop. Photographs of a volunteer may appear in printed form in:

NEWSPAPERS Yes \_\_\_\_ No \_\_\_\_

BROCHURES/NEWSLETTERS Yes \_\_\_\_ No \_\_\_\_

VIDEOS OF EVENTS Yes \_\_\_\_ No \_\_\_\_

PYW WEBSITE Yes \_\_\_\_ No \_\_\_\_

I understand that by signing this application *I am not* making a commitment to volunteer for the Pittsfield Youth Workshop *nor* is the Pittsfield Youth Workshop making a commitment to place me as a volunteer.

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