

The Arc of San Antonio Volunteer / Peer Tutor Application

PLEASE PRINT

Name: _____ Date of Birth: _____

Address: _____
Street City Zip Code

Contact #'s: _____
Home Phone # Cell # E-Mail

Driver's License #: _____ State Issued: _____

Have you ever been convicted of a felony: Yes ___ No ___ If yes, explain: _____

If under 18 years old, please provide parent's information.

Name(s): _____
Father's Name Mother's Name

Contact #'s: _____
Home Phone # Work Phone # Cell # E-Mail

Name of School / Agency / Company: _____

Instructor / Supervisor: _____ Contact #: _____

Briefly state reason for volunteering: _____

Approximate number of hours per week you wish to volunteer: _____

Approximate dates you will volunteer: begin _____ end _____

Approximate time you will volunteer: start _____ stop _____

Will you need your volunteer time documented? Yes ___ No ___

If yes, indicate how: _____

Please refer to the attached page for a partial list of duties and expectations of volunteers and/or peer tutors.

Confidentiality Agreement: I understand that all participant information (including but not limited to: programming, social, psychological, medical and personal) is to be considered confidential and not shared or discussed with parties outside of the Arc's Programs without signed consent from the participant or their guardian.

Your signature also indicates you agree to the Arc conducting a criminal history background check.

Applicant's Signature

Parent's Signature if under 18

Date

Reviewed and Approved By: Name / Title

Date

DUTIES AND EXPECTATIONS FOR VOLUNTEERS / PEER TUTORS

Following is a partial list of duties and expectations for all individuals who serve in the role of a volunteer or peer tutor at the Arc of San Antonio.

- *Individuals interested in serving as a Volunteer or Peer Tutor must complete and submit an application.*
- *Applications must be completed providing all information requested.*
- *All Volunteer or Peer Tutor applicants must agree to a criminal history background check being completed prior to their assignment beginning.*
- *Applicants interested in serving as a Volunteer or Peer Tutor in the Child Care Program must be at least 12 years old at the time of applying.*
- *Applicants interested in serving as a Volunteer or Peer Tutor in the Young Adult or Day Habilitation Programs must be at least 16 years old at the time of applying.*
- *Applicants will be asked to show proof of age.*
- *Applicants under aged 18 must have a parent or guardian sign the application.*
- *Applicants interested in serving as a volunteer in the Child Care Program must provide a record of current immunizations (to include a current TB test) prior to their assignment beginning.*
- *Volunteers and Peer Tutors will be assigned based on their age, interests, educational requirements and at the discretion of the Program Director.*
- *Volunteers and Peer Tutors are expected to serve as appropriate role models by their dress, language and interactions with Arc participants and employees.*
- *Volunteers and Peer Tutors are expected to demonstrate good judgement and maturity.*
- *Volunteers and Peers Tutors shall consider all participant information (including but not limited to: programming, social, psychological, medical and personal) to be confidential and not shared or discussed with parties outside of the Arc's Programs.*
- *Volunteers and Peer Tutors are expected to follow all facility safety practices.*
- *Volunteers and Peer Tutors are expected to adhere to an agreed upon schedule.*
- *Volunteers and Peer Tutors must sign in and out everyday.*
- *Volunteers and Peer Tutors are expected to notify the appropriate Program Director of absences, late arrivals or illnesses that may prevent them from adhering to their schedule.*
- *Volunteers and Peer Tutors will be supervised by an appropriate staff member at all times and follow the instructions and directions of the staff member.*
- *Volunteers and Peer Tutors will not be expected to supervise, monitor, conduct program activities or supplement staffing ratios due to the absence of regular staff members.*
- *Volunteers and Peer Tutors will not be expected to supervise, monitor or conduct program activities to allow regular staff members to take breaks or go to lunch.*
- *Volunteers and Peer Tutors will not serve in positions where they are supervised by a family member.*