

Volunteer Opportunities

South Fulton Senior Services



- Meals on Wheels Delivery:** Once every week or once every other week you will pick up meals from one of our local pack-out sites and deliver to homebound seniors in the area who are in need of food assistance. When delivering you will need your own transportation. Route length varies, but is between 30 minutes to 1 ½ Hours each time you deliver.
- Pack-Out Site Volunteer:** Once or twice per week you will be the person who receives the meals from our vendor, you will communicate with the main office about route changes, pack the meals in cooler bags for the volunteer drivers, and help us keep track of our Meals on Wheels supplies at the site. This is an administrative position that last between 2-3 hours once per week.
- Main Office Assistant:** Our main office is located in College Park off of Main Street. Are you great with people on the phone? This would be the volunteer spot for you. This person will answer phones, do some filing and data entry, and work on special projects close by our staff. People who volunteer in this position will ideally come in once per week for a few hours each time.
- Senior Center Volunteer:** Our four senior centers in South Fulton are always active with the senior participants. When becoming a senior center volunteer you can offer to teach a class, help at the front desk, or help in the kitchen with our daily congregate meal. Time commitment varies widely depending on which center you volunteer with.
- Resource Rescuer:** Every non-profit needs support from businesses and organizations in the community. This would be a great position for the connected individual who is also very professional in attitude. This person should possess great communication skills and enjoy meeting new people. This is a flexible scheduling option.
- Special Events:** Each year we have special events. A Volunteer Luncheon, a Golf Tournament Fundraiser, and training or recruiting events. This is great for the person who wants to be a part of what South Fulton Senior Services is doing but can't do so on a regular basis.
- Ensure Delivery:** This is an opportunity to serve on our team once per month and takes a few hours to complete each time. This individual should be able to comfortably lift and transport cases of Ensure to seniors who are in need of some extra nutrition.

If you are interested in becoming a part of our volunteer teams, please read our Volunteer Registration Process and complete short our Application / Enrollment Form.

South Fulton Senior Services Volunteer Registration Process



- Applicant will inquire about becoming a volunteer by phone, internet, or in person.
- Volunteer Coordinator will provide volunteer applicant with Application/Enrollment form.
- Volunteer will fill out and submit Volunteer Application/Enrollment Form.
 - You must be 18 years of age or older to volunteer with us.
- Once application is submitted Volunteer Coordinator will call references listed.
- SFSS Main Office will call volunteer applicant to schedule an appointment for orientation/interview.
- Volunteer will attend Agency Orientation/Interview.
 - Orientation / Interview Appointments are typically scheduled on Tuesdays or Thursdays between the hours of 9:00AM – 10:30AM or 1:00PM – 3:00PM.
- Applicant will bring a copy of their Driver's License and recent Car Insurance card.
- Applicant will need to submit a recent Criminal history report at the appointment.
 - They can submit one of their own reports (subject to agency approval).
 - Or Applicant will receive Blank Criminal History Report forms, fill them out and go into the College Park Police Department to receive a background check at no charge.
 - They must go on Tuesdays or Thursdays between the hours of 9:00AM – 10:30AM or 1:00PM – 3:00PM.
 - They will enter main entrance and go to the last window on the right and submit the forms to the clerk.
 - They will wait there and receive the completed criminal history report.
 - They will deliver the completed criminal history report to our office. (Please give to Volunteer Coordinator).
 - Info will be placed in volunteer file cabinet and locked.
- After a clear criminal history report (no criminal history) is received by SFSS, Volunteer Coordinator will call volunteer to schedule training appointment and set future schedule.
 - **If the criminal history report is not clear (there is criminal history), SFSS reserves the right to reject the application for a volunteer position.**

SOUTH FULTON SENIOR SERVICES INC. VOLUNTEER APPLICATION/ENROLLMENT FORM



Please Submit this form to Adam Surfus by email, fax or mail:

South Fulton Senior Services Inc.
 ATTN: Volunteer Services
 3680 College Street, College Park, Georgia 30337
asurfus@SFSS.cbeyond.com
 FAX: 404-559-0423

PLEASE FILL IN ALL BLANKS

Date _____

Name:	DOB (Month/Day/Year):
Mailing Address:	
City:	State: GA Zip: County:
Cell Phone:	Secondary Phone:
Email:	
Volunteer Group(if applicable):	
Volunteer Group Leader (if applicable)	

Emergency Contact Person (Name):			
Relationship to you:			
Street Address:			
City:	State: GA	Zip:	County:
Phone:	Email:		

Skills and Interest:

Educational Background: _____

Current Occupation: _____

Hobbies / Special Skills: _____

Previous Volunteer Experience: _____

South Fulton Senior Services Volunteer Opportunities:
Please Indicate Your Area(s) of Interest

Meals on Wheels Delivery

Pack-Out Site Volunteer

Main Office Assistant

Senior Center – Kitchen Assistant

Senior Center – Office Assistant

Senior Center – Teach a Class

Resource Rescuer

Special Events

Ensure Delivery

Other: Please describe _____

Availability:

*** We do not operate on weekends or in the evenings.**

How often would you like to volunteer with us?

How many hours would you like to volunteer each time you are scheduled?

What days/times are you available to volunteer?

Any illnesses or special needs South Fulton Senior Services should know about?

List names and phone numbers of three personal references:

-
-
-

Have you ever worked or volunteered for South Fulton Senior Services before? If so, when?

How did you hear about South Fulton Senior Services?

Client Confidentiality:

Volunteers will ensure confidentiality and privacy in regard to any information about the clients/customers that we serve. The fact an individual is served by this non-profit must be kept private and confidential.

Criminal History Report:

Each of our volunteers must complete and submit a criminal history report. I understand that South Fulton Senior Services has the right to deny participation as a volunteer in our program based on the results of this report.

Volunteer Position:

I understand that the position I am applying for is a Volunteer position and will not result in any kind of compensation. I also understand that filling this application and attending orientation / interview does not guarantee that I will be selected as a volunteer.

References:

By signing and submitting this application/enrollment form I am giving SFSS permission to contact the personal references I have listed.

I have read and understand this Volunteer Application/Enrollment Form and the Volunteer Registration Process Form included.

Print Name/Title

Signature

Date