



ADULT VOLUNTEER/MENTOR APPLICATION

MISSION

The Alive Center is Naperville's teen center. Our mission is to be a teen-led, teen-driven center focused on empowering the youth of today to become the impassioned, resilient leaders of tomorrow.

Do you remember that one caring adult you looked up to as a teen? You can be that caring adult for a Naperville teen. The Alive Center is looking for adult volunteers to mentor our teens. The ultimate purpose of these positions is to provide a welcoming and safe place for teens and tweens to feel and belong while empowering them to be their best selves.

ADULT VOLUNTEER POSITIONS:

1. Drop-In Hours Volunteer

- Time Commitment: 3 hours per shift.
- Shifts are Monday through Friday 3:00 – 6:00 pm.
- Greet teens and assist with the registration process.
- Engage teens through conversations, games, and planned activities.
- Be a positive role model/mentor for teens.
- Assist in set up and clean up of the facility.

2. Teen Initiate Mentor

- Time Commitment: 1 – 2 hours a week
- Assigned to a Teen Initiate Program and the program teen lead(s), e.g. Computer Science Club, Girl Empowerment Club, etc.
- Assist the teen lead(s) in planning their program, class, campaign, including measurable outcomes
- Provide industry support to teen lead(s) as applicable
- Meet with the teen monthly to review progress and provide support



VOLUNTEER QUALITIES:

- Agree with and support the mission of the Alive Center.
- Be faithful, responsible, teachable and available.
- Have a sense of humor and like to have fun.
- Understand the unique dynamics of teens or are willing to learn.
- Genuinely love and enjoy teens.
- Show equal respect and kindness to all that enter the Alive Center.

VOLUNTEER VALUES:

- **Belonging:** The Alive Center volunteers will provide a supportive place where every participant is listened to, respected, and valued in a safe and friendly environment.
- **Collaboration:** The Alive Center volunteers will work closely with families, schools, and other organizations to provide community-based solutions for the real needs of teens.
- **Excellence:** The Alive Center volunteers will strive to deliver high-quality programs and ground its work in insights gained from experience, knowledge, and research of best practices.
- **Safety:** The Alive Center volunteers will create a safe environment by following best practices in registration, check-in, teen/staff ratios, volunteer screening, code of conduct, and security.
- **Empowerment:** The Alive Center volunteers will empower teens through relationships, artistic expression, leadership opportunities, social responsibility, life skills and play.

In order to become an Alive Center volunteer, please complete the following steps:

1. Complete a volunteer application and return it to the Alive Center via mail, email, texted picture from your phone or in person.
2. The Alive Center will contact you to schedule a personal interview or an orientation.
3. Commit to volunteer in the space at least once a month.
4. Please direct questions to info@alivenaperville.com



Thank you for your interest in the Alive Center. We offer a wide variety of volunteer opportunities throughout the year. In order to become a volunteer, please complete the following application.

Applicant Information (all information is required for the background check)

Name: _____ DOB _____
Last First M.I.

Address: _____
Street Address

_____ City _____ State _____ Zip Code _____

Cell Phone: _____ Home Phone: _____

E-Mail: _____

Social Security Number: _____

Driver's License Number: _____ Issuing State: _____ Exp.Date: _____

Education or special skills related to potential volunteer experience:

I am interested in: _____ Drop-In Hours (3-6pm) _____ Teen Initiate Mentor _____ Both

If Teen Initiate Mentor, what Teen Initiate Program are you interested in? _____

Did someone refer you to our organization? _____ If yes, who? _____

Do you speak a language other than English? _____ If yes, what language? _____

What is the main reason why you are looking to volunteer at the Alive Center?



Volunteer/Mentor Informed Consent and Release

I offer to volunteer my services to the Alive Center, and recognize that I will not be paid in any way. As a volunteer, I acknowledge that there are certain risks of physical injury to volunteers in their activities, and I agree to assume full risk of any and all injuries, damages or loss, that I may sustain as a result of said participation. I further agree to waive and relinquish all claims I may have as a result of volunteering in this activity against Alive, including its officers, officials, agents, volunteers, and employees. I give consent for Alive to use photos/video of me in future publication and promotions and that these photos/videos remain property of Alive.

Signature: _____ Date: _____

Alive Center Policies Statement of Understanding

I understand the guidelines and policies outlined in the Alive Center Volunteer Application. I agree that it is my responsibility to serve the best interest of the teens, maintain a safe environment, and initiate and maintain healthy boundaries with teens.

Signature: _____ Date: _____

Alive Center VOLUNTEER CRIMINAL BACKGROUND VERIFICATION FORM

The safety of the teens, staff, volunteers, and guests of our organization is a top priority at Alive. All employees and volunteers of Alive are required to undergo a criminal background check. Volunteer candidates cannot participate in Alive activities until the background report is received and reviewed by us. All information gathered through the background check is strictly confidential.

DISCLOSURE

By signing below, you acknowledge and understand that in connection with your volunteer application with ALIVE or when deciding whether to modify your ongoing* volunteer position (if selected), we may obtain a "consumer report" and/or an "investigative consumer report" on you from TRAK-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for volunteer purposes. An investigative consumer report is obtained through personal interviews with



individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others. You further understand that these reports may include experience information along with reasons for termination of past volunteerism. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested. You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in ALIVE files on you at the time of your request by providing proper identification and the payment of any legally permissible fees. You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to TRAK-1 should be forwarded to: TRAK-1, Consumer Disputes, 7131 Riverside Parkway, Tulsa, Oklahoma, 74136.

AUTHORIZATION

By signing below, I hereby authorize, without reservation, TRAK-1 to furnish the above mentioned and requested information. You further authorize ongoing procurement of the above-mentioned information, reports and records at any time during your volunteerism or in the course of considering you for a volunteer position. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any present or former employer, school, police department, division of motor vehicles, or other persons or agencies having knowledge about you to furnish ALIVE with any and all background information in their possession regarding you, so that your volunteer qualifications may be evaluated and/or reassessed.

ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

Signature: _____ Date: _____