

# The John Gloucester House

A Ministry of Philadelphia Presbytery in the Point Breeze Community



## VOLUNTEER APPLICATION

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Best Time to Call You \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Please list any skills, training, interests or hobbies you have that align with the John Gloucester House Mission.

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In case of emergency, notify \_\_\_\_\_ Phone \_\_\_\_\_

Volunteers are needed in the After School Tutorial & Enrichment Program (3-6p.m.) for children between the ages of 6-14 years in the following areas (but not limited to):  
homework help, reading, math, the arts, computer training

- If you are interested please indicate the tutorial/enrichment days you are available:  
\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

- Please indicate the tutorial/enrichment area you will volunteer:  
Homework help \_\_\_ Reading \_\_\_ Math \_\_\_ The Arts (please specify) \_\_\_  
Computer training \_\_\_ Other (please specify) \_\_\_  
\_\_\_\_\_

Volunteers are needed for Friday Game Nights(dates to be determined) from 6 – 8p.m. to supervise children between the ages of 6 – 14 years.

\_\_\_\_\_ Available \_\_\_\_\_ Not Available

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Presbyterian Community Ministries of the Delaware Valley  
**Sexual Harassment Policy**

1.01 Policy

The Presbyterian Community Ministries of the Delaware Valley (PCMDV) will maintain a workplace free of any form of sexual harassment or sexual intimidation from any PCMDV employee, including supervisors, volunteers, or from non-employee contacts. Any form of sexual harassment behavior within the workplace is subject to appropriate disciplinary action.

1.02 Definition

Sexual is both unlawful and is a violation of the policies of the Presbyterian Community Ministries of the Delaware Valley (PCMDV). Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, insulting or demeaning conduct based on gender, and other verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs, if:

- 1.021 Submission to any kind of sexual harassment is an explicit or implicit term or condition of employment.
- 1.022 Submission to, or rejection of, sexual harassing behavior is used as the basis of employment or other personnel decisions affecting the recipient of the the behavior.
- 1.023 Sexual harassment has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating intimidating, hostile, or offensive work environment.

1.03 Remedy

Any PCMDV employee or volunteer who believes in good faith that there has been a violation of this policy should report the perceived violation as soon as possible, either to the supervisor(s), President of the relevant Ministry Board, or the President of the PCMDV Board.

will be taken where it is determined that sexual harassment did occur or where a supervisor has failed to report violations of this sexual harassment policy or employee complaints of sexual harassment to the Ministries Director.

Failure to adhere to this policy will result in termination of employment and denial of volunteer privileges in the Ministries.

### **Employee/Volunteer Acknowledgement**

I have received a copy of the Sexual Harassment Policies and Code of Conduct of the Presbyterian Community Ministries of the Delaware Valley (PCMDV) dated\_\_\_\_\_. I have carefully read them, understand them and agree to comply with all of their rules of conduct, terms, and conditions during my employment or volunteer status with the PCMDV Ministries.

Name: \_\_\_\_\_  
(Please Print)

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

