

Volunteer Instructions

1. Reception Area: Please fill out a registration form and proceed as directed to an Interviewer at Station #2.
2. Interview Area: Interviewer will take your Registration Form, talk with you about your skills and refer you to an agency needing your help. Next take your Referral form to Station #3.
3. Data Coordination Area: Coordinator will record and initial your Referral Form and, if possible, notify the agency to expect you. Take your Referral form to the Safety Briefing area at Station #4.
4. Safety Briefing Area: You will be given special instruction about safety, security & transportation. Take your Referral form to ID area at Station #5.
5. Identification Area: You will receive an ID bracelet that will allow you to enter restricted areas during the days(s) written on ID. You maybe directed to the exit or to Station #6 for additional job training.
6. Specific Job Training: Some jobs will require extra orientation or training that will be provided by the agency to which you are referred.

Thank you for volunteering!

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