



Volunteer Information

“Building Community Through Service, Connection, and Caring.”

Welcome to the Union Community Center

Volunteer Team!

Dear Volunteer,

On behalf of the Board of Directors, welcome and thank you for choosing to volunteer with us!

We are grateful that you have decided to share your time, talents, and energy with our community. Volunteers are the heart of what we do. Your willingness to serve helps us provide programs, activities, special events, and services that bring people together and make our community stronger.

The Union Community Center is committed to creating a welcoming environment for people of all ages. Whether you are assisting with events, helping in our office, supporting senior programs, beautifying our facility, or sharing a special skill, your contributions make a meaningful difference.

As a volunteer, you can expect:

- Opportunities to make a positive impact in the community
- Meaningful and rewarding experiences
- Respect, appreciation, and recognition for your service
- Training and guidance for your volunteer role

In return, we ask that our volunteers:

- Represent the Union Community Center in a positive and professional manner
- Treat all guests, participants, staff, and fellow volunteers with kindness and respect
- Be dependable and communicate if you are unable to fulfill a commitment
- Follow safety guidelines and policies
- Help us create an inclusive and welcoming atmosphere for everyone

We encourage you to share your ideas, talents, and feedback. Some of our best programs and events have grown from the creativity and passion of our volunteers.

Thank you for becoming a part of the Union Community Center family. We are excited to work alongside you as we continue to serve and strengthen our community together.

If you have any questions, please do not hesitate to contact us.

With sincere appreciation,

The Union Community Center Board of Directors

Union Community Center

1329 N. Union Ave.

Union, MO 63084

Phone: [636-200-3695](tel:636-200-3695)

Email: unionmocommunitycenter@gmail.com



“Volunteers do not necessarily have the time; they simply have the heart.”

– Elizabeth
Andrew



Union Community Center

Volunteer Application Form

1329 N. Union Ave. • Union, MO 63084
636-200-3695

Full Name:

Date of Birth:

Address:

City:

State:

Zip:

Phone Number:

Email Address:

Emergency Contact

Name:

Relationship:

Phone Number:

Driver's License

Do you have a valid driver's license?

☐ Yes

☐ No

Volunteer Interests (Check all that apply)

☐ Community Events

☐ Set-Up & Clean-Up

☐ Holiday Market

☐ Marketing & Social Media

☐ Fundraising Activities

☐ Youth Activities

☐ Senior Programs

☐ Teaching Programs

☐ Office/Admin Assistance

☐ Special Projects

☐ Facility Maintenance

Other:

Availability & Experience

Days Available☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Preferred Times: ☐ Morning ☐ Afternoon ☐ Evening

Scheduling Restriction

Skills, Certifications, Hobbies, or Experience:

Previous Volunteer Experience☐ Yes ☐ No

Background Check Authorization

☐ I understand that certain volunteer opportunities may require a background check.

Volunteer Agreement & Liability Waiver

I agree to hold harmless the Union Community Center, its Board, staff, and volunteers from claims arising from participation except where prohibited by law.

Photo Release

☐ Yes - Permission Granted ☐ No - Permission Denied

Volunteer Signature:

Date:

Office Use Only



Union Community Center

636-200-3695

~A Place for Celebrations, Connections, and Community~



Volunteer Opportunities

The Union Community Center offers a variety of volunteer opportunities designed to match different interests and skills. Available positions may change throughout the year based on community needs, special events & program requirements. We encourage volunteers to share their interests and skills so that we can help to match them with meaningful opportunities. Some examples can be seen below.

- Event Volunteers
 - Spring / Holiday Markets
 - Community Festivals (Booths)
 - Fundraisers

- Senior Program Volunteers (this type of volunteering requires an additional volunteer application through Aging Ahead.)
 - Bingo Caller/Card Checker/Prizes
 - Card games
 - Lunch assistant
 - Technology help
 - Companion/Friendly Face

- Office Volunteers
 - Front desk
 - Filing
 - Phone Assistance

- Facility Volunteers
 - Gardening
 - Light maintenance
 - Decorating for seasons/holidays
 - Event set up/clean up

- Marketing & Advertising Volunteers
 - Photography
 - Community Outreach
 - Flyer/Calendar Distribution

- Activities & Programs
 - Teach a class
 - Host an activity (project, club ect.)
 - Presentations of information

Volunteer Expectations & Code of Conduct

- Be reliable
- Communicate schedule changes
- Treat all participants, visitors, staff & fellow volunteers with dignity & respect.
- Follow safety guidelines, established procedures & report any concerns to your volunteer coordinator.
- Represent the Community Center positively
- Inclusion: Create a welcoming environment for all.
- Professionalism: Maintain appropriate behavior & language at all times.

Confidentiality

Volunteers may learn personal information about participants. You must keep that information private, do not share personal details & respect participants' dignity at all times. This is especially important if dealing with Aging Ahead participants. You may be required to apply as an Aging Ahead Volunteer alongside your community center application.



Social Media & Photography Policy

You must obtain permission from your volunteer coordinator before posting any photos of participants or activities that are held at the Union Community Center. Make sure to follow all of UCC guidelines and always use positive representation of the facility, participants and programming. By signing this agreement as a volunteer, you give the Union Community Center permission to use your photograph in advertising including, but not limited to print and digital media, unless further communicated.

Volunteer Program Mission

The volunteer program exists to support the mission of the Union Community Center by connecting community members with meaningful opportunities to serve.

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Volunteer Handbook Acknowledgement Form

I acknowledge that I have received and reviewed The Union Community Center Volunteer Handbook.

Volunteer name: _____

Volunteer signature: _____

Date: _____

Coordinator Signature: _____

Date Received: _____