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## Volunteer Guidelines

Thank you for your interest in our volunteer program. We at Faith Farm appreciate everything you are doing to assist us in providing a quality rehabilitation program for our clients. Please remember to follow these guidelines, for the integrity of our facility.

1. All volunteers are required to complete a Volunteer Application and Criminal History Release form each year.
2. Volunteers are required to complete a Volunteer Orientation, after acceptance into the Faith Farm Volunteer Program, (which is held monthly).
3. All volunteers are required to sign in with Security at the "Ark", Administrative Office upon arrival.
4. Wear Faith Farm, Inc. assigned Volunteer Identification.
5. Contact Dawn Roeske, Office Manager/Volunteer Coordinator, as soon as you know you cannot serve your scheduled volunteer time 856-455-6145.
6. Most importantly, always remember CONFIDENTIALITY. Confidentiality is required by law. It is also a matter of trust between volunteers, staff and clients.

### Volunteers are PROHIBITED from:

1. SMOKING ~ Absolutely NO SMOKING on Faith Farm property!!!
2. The use of profane or inappropriate language!!
3. Borrowing, purchasing or receiving anything from a client
4. Administering medications without proper training
5. Making any phone calls or outside communications for a client to their families, probation officers, lawyers, etc. (anyone)
6. Transporting clients off the property without written prior authorization

### Volunteers are REQUIRED to Contact the Volunteer Coordinator PRIOR to:

1. Giving, selling or lending *anything* to a client
2. Donating funds to a client's account
3. Scheduling outside activities for clients ~ this must be done with the appropriate staff with written approval

I agree to comply with the above standards and guidelines as a volunteer of Faith Farm, Inc.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Volunteer Coordinator

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

# Volunteer Opportunities

## **Administrative\***

Filing and light office work  
Direct mail campaigns  
Newsletters/Flyers

## **Computer\***

Organize and create Excel spreadsheet of inventory for the lending Library  
Assist with maintenance of Outlook distribution lists  
Social Networking – Facebook/Twitter

## **Speakers**

AA/NA/GA/ Speakers  
Educational Services/Trades

## **Group Leaders**

AA/NA/GA/Alanon Meetings

## **Sports / Recreation**

Drivers - Client appointment to Dr, Social Services, etc  
Arts & Crafts classes  
Fitness instruction  
Chaperones for outing events

## **Events\***

Registration desk for hosted presentations  
Refreshment coordinator for family visitations

## **Community Outreach\***

Distribute marketing materials throughout community

## **Food & Beverage**

Wash dishes, serve, and/or assist in food preparation  
Refreshment coordinator for family visitation

## **Grounds and Maintenance**

Painting, mowing, trimming bushes, etc.

## **Snack Shop**

Stock and price inventory – Sales clerk

## **House Keeping**

Dusting & vacuuming of Administrative Building, ETC Building/Chapel & client lounges

\* No direct contact with clients in treatment

