

Sea Haven, Inc.  
P O Box 600  
North Myrtle Beach, SC 29597  
(843)507-8927

**APPLICATION FOR VOLUNTEERS / INTERNS**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

**EDUCATION**

In School \_\_\_\_\_ High School Diploma \_\_\_\_\_ GED \_\_\_\_\_ AA \_\_\_\_\_ BA \_\_\_\_\_ MA \_\_\_\_\_

Additional Special Training or Special Studies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Employed: \_\_\_\_\_

Company

Dates: From/To

Position

**AVAILABILITY**

Days you can volunteer: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

When can you begin volunteering? \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

What skills or training do you have? \_\_\_\_\_  
\_\_\_\_\_

Is there a particular Sea Haven program that you are most interested in volunteering?

Sea Haven Crisis Center \_\_\_\_\_ Project Lighthouse \_\_\_\_\_ Safe Place Program \_\_\_\_\_

**I would prefer to volunteer for:**

- School Internship for \_\_\_\_\_ hours
- Specific one or two day events
- On-going scheduled activities
- Weekly basis
- When called upon

**I would like to be involved in activities which are:**

- Recreational / arts, crafts, music, journalism
- Recreation / field trips
- Recreational / physically active, specifically \_\_\_\_\_
- Educational / tutoring
- Educational / computer learning
- Educational / reading, math, science
- Educational \_\_\_\_\_
- Fundraising
- Public Relations / Preparation of PR materials
- Public Relations / Distributing of PR materials
- Mentoring
- Clerical

**I have some special skills I would like to use as a volunteer:** \_\_\_\_\_

**Please note: Sea Haven must submit your name and identifying information to SC SLED, SC Dept. of Social Services, National Sex Offender Registry, and the SC Sex Offender Registry. You will be required to complete a background check form. You also possibly could be required to have an FBI fingerprint scan as a security background check before you can do hands on work with the youth.**

**I verify the information provided is accurate. I am interested in doing volunteer work for Sea Haven, Inc. without pay.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

## **Intern / Volunteer Objectives**

Applicants for student Interns should be in college studies associated with Human Services or a related field with minimal experience in a youth-orientated setting. Commitment to the mission of the organization is a must, along with organizational skills, effective oral and written communication skills and flexibility with schedule.

Volunteers must complete the application and highlight special talents, interests or skills, and present ability to communicate with youth. Youth service experience is preferred. These positions are considered a learning and educational experience for those individuals willing to learn.

## **Sea Haven Volunteer / Intern Responsibilities**

Complete all background checks: SLED, Central Registry, Sex Offender list, and driver's record before volunteering in any Sea Haven program

Provide necessary references during the application process

Respect and abide by the Sea Haven policies and procedures

Represent a positive role model and friend, while understanding boundaries

Maintain confidentiality of all programs and participants

Contact Sea Haven staff in a reasonable amount of time, if unable to participate

Communicate openly and consistently with Program Directors/Managers and/or Executive Director

Maintain a presentable and neat appearance when volunteering with the Sea Haven programs (dress code policy will be followed)

## **Volunteer / Intern Responsibilities**

Provide tutoring sessions for youth on weekly basis in the Sea Haven programs, along with staff supervision.

Assist in teaching youth basic computer skills

Assist in basic life skills instruction and training

Participate in recreational/educational activities associated with programs

Participate in Safe Place project by participating in site inspections with Safe Place Coordinator

Participate in speaking engagements and presentations with Outreach staff

Lead a fundraiser or food/clothing drive with school clubs

Participate in program fundraisers by assisting with collecting donations

Note: A volunteer may be asked to terminate his/her responsibilities with the Sea Haven programs at any time by the Program Director and/or Executive Director.

**Volunteer / Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Policy:**

Individuals participating in youth internship positions and volunteers will follow appropriate procedures to ensure staff, program youth, and visitors in the facility are protected at all times.

## **Procedure:**

Staff, interns, and volunteers will strictly adhere to the following procedures in order to avoid consequences from unwise or inappropriate decisions.

- Never reveal your personal cell phone number, home number, or home address to any program participant
- Never transport a program participant to your personal residence for any reason
- Never transport a program participant in your personal vehicle
- Never meet with a program participant outside of scheduled and/or approved meetings (unless otherwise approved by supervisor)
- Never loan money or personal items to program participants; follow program procedures which may allow program to purchase necessary items
- Never loan Sea Haven property to program participants without prior approval
- Establish boundaries in the very beginning so both employee/intern/volunteer and program participant are fully aware of expectations and proper procedures
- Be respectful to program staff at all times when receiving instructions for responsibilities
- Program staff should be respectful to program participants and youth interns/volunteers working in the program at all times
- Interns/volunteers will be monitored by senior staff at all times when working with program participants unless otherwise approved
- No inappropriate language permitted
- Avoid office gossip which will only lead to a negative environment
- While in facility, remember to secure your personal belongings in a locked cabinet or drawer
- Never leave petty cash, donations, computer equipment, cell phones, cameras, etc. unsecured
- Laptops and other electronic devices will be checked in and out each day
- Access to petty cash will only be authorized by Program Director
- Staff, interns, or volunteers will not take food, clothing, or other items from the food pantry for personal use
- Phone privileges are granted; however, use of business phone for personal reasons will be kept at very minimal and monitored
- No social networking for personal reasons ALLOWED. Facebook is to only be used for business purposes such as posting fundraisers or social events and tracking program participants that have lost contact.
- Friends or visitors of staff, interns, or volunteers should not be hanging out in the facility unless approved by Program Director for specific reasons
- Staff/Interns/Volunteers should not be "hanging out" at other program locations unless approved by Program Director for outreach activities or to assist staff with specific assignments

**Volunteer / Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## STATEMENT OF CONFIDENTIALITY

I, the undersigned employee/intern/volunteer, hereby acknowledge that by accepting employment or placement with Sea Haven, Inc. that I have read and understand Sea Haven's policies regarding confidentiality and promise the following:

- To act in accordance with Sea Haven's policies on confidentiality at all times;
- To not disclose confidential information to any unauthorized person(s) or agencies or discuss confidential information in circumstances where unauthorized person(s) might overhear;
- To carefully safeguard all confidential documents and records and release them only to authorized person(s).

I understand that by divulging information to unauthorized person(s), I will be subject to civil or criminal actions, fines and/or suspension, release from placement or employment dismissal.

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

(Employee, Intern, or Volunteer)

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

(Program Staff Signature)

# Standards of Dress Policy:

## Introduction:

Sea Haven's dress code policy is designed to help us all provide a consistent professional appearance to our clients and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend clients or colleagues.

## Who does this policy apply to?

Sea Haven's dress code policy applies to all employees, interns, and/or volunteers.

## Sea Haven's Standards of Dress Policy:

- All employees, interns, volunteers are expected to dress in [casual, business casual, smart casual, business] attire unless the tasks for the day require otherwise.
- Employees, interns, volunteers must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Employees, interns, volunteers must wear closed toe shoes when working.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

## Dress Code Violations:

Managers or supervisors are expected to inform employees, interns, volunteers when they are violating the dress code. Employees, interns, volunteers in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

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Employee, Intern, or Volunteer Signature

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Date

**Sea Haven, Inc.**  
**Code of Ethics Policy**  
**Program Staff, Interns, Volunteers**

**Policy Statement:**

Professional code of conduct-Boundaries between personal and professional life in dealing with interns, volunteers, and guests associated with the organization.

Procedures:

All Sea Haven staff will recognize the boundaries between personal and professional life.

Practice principles would include:

- Recognizing the tensions between developing supportive and caring relationships with young people and the need to maintain an appropriate professional distance;
- Taking care not to develop close personal relationships with the young people you are working with as this may be against the law, exploitative or result in preferential treatment. If such a relationship does develop, the youth worker/intern/volunteer concerned should report this to the program director or management staff immediately to determine appropriate action;
- No engaging in work-related activities for personal gain, or accepting gifts or favors from young people or local people that may compromise the professional integrity of the work;
- Making sure that behavior outside work does not undermine the confidence of young people and the public in youth work.
- All staff should be using proper judgement in fraternizing with any co-workers, student interns, volunteers, and/or guests of Sea Haven during work and non-work related times. Improper actions will reflect poorly on your professionalism.
- Staff should use a positive youth development approach in working with these individuals at all times.
- Unprofessional behavior and actions can and will set an unwanted tone for Sea Haven in the community and could ultimately affect the mission and philosophy that Sea Haven has worked so diligently to protect.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**Sea Haven, Inc.**  
**Code of Conduct Policy**  
**Program Staff, Interns, Volunteers**

**Policy Statement:**

- ❖ Family members will not excessively 'hang out' at the facility locations or offices unless otherwise volunteering to work in the programs or assist with activities. In the case of a family member/friend volunteering for the program, all necessary requirements and background checks will be completed.
- ❖ Program staff, interns, and volunteers will not establish a 'special relationship' with any youth outside that of the normal professional staff/youth interactions.
- ❖ Program staff, interns, and volunteers will not keep youth secrets from other staff or supervisors, and not lead youth to believe that he/she holds him/herself separate from the team structure with other staff.
- ❖ Program staff, interns, and volunteers will not aid nor abet any youth in inappropriate behavior nor engage in cover-ups of such behavior. This information will be reported immediately to the appropriate staff for investigation.
- ❖ Program staff, interns, and volunteers will not engage in any social media websites or Facebook for personal reasons while at work.
- ❖ Program staff, interns, and volunteers will conduct themselves in a mature manner and will role-model appropriate, self-respecting behaviors; striving to maintain positive, healthy role model behavior at all times and under all circumstances.
- ❖ Program staff, interns, and volunteers will role-model cooperative behaviors through his/her interactions and problem-solving strategies with other individuals and youth.
- ❖ Program staff, interns, and volunteers will protect his/her own privacy, not revealing to the residents his/her home address or phone number; and will never take program youth to his/her own home. Youth will never be transported in a personal vehicle at any time. (see transportation policy)
- ❖ Program staff, interns, and volunteers will never bring family members or friends to work, unless prior approval has been given by the Program Director or Executive Director. Family members and friends are welcome to attend Sea Haven functions, activities, and events at Sea Haven and off campus that are not by invitation only or when approval is necessary by the Executive Director, or Program Supervisor.



**Sea Haven, Inc.**  
**Code of Conduct Policy Continued**  
**Program Staff, Interns, Volunteers**

**Policy Statement Continued:**

- ❖ Program staff, interns, and volunteers will role-model appropriate means to express frustration and other negative feelings, avoiding the use of profanity, sarcasm, excessive crying, put downs, unreasonable verbal attacks, threats, punishment or blame, and direct insubordination to management staff in refusing to complete an assigned task given by an immediate supervisor. If at any time a supervisor recognizes these excessive behaviors, the individual will be asked to leave from work for a period of time until able to return to work.
- ❖ Program staff, interns, and volunteers will dress appropriately at all times in accordance with the Sea Haven Dress Code, avoiding the use of bizarre, seductive, or otherwise inappropriate apparel.
- ❖ Program staff, interns, and volunteers will sign and strictly observe the agreement to hold in strict confidence any and all information regarding youth and program involvement during employment at Sea Haven as well as after resignation, termination or discharge from employment.
- ❖ Sea Haven and all its program locations is a smoke free campus. At no time will program staff, interns, and volunteers smoke on the Sea Haven campus or at any other program location. No smoking will be allowed in any Sea Haven vehicles.
- ❖ It is the responsibility of Sea Haven staff to report any evidence of violation of the Sea Haven Code of Conduct. If an investigation is conducted and a program had thorough knowledge of a situation without reporting to the appropriate staff, disciplinary action will be taken, including possible termination.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

