

# FUSION Volunteer Application

Please complete and return to FUSION c/o Volunteer Coordinator, PO Box 23934, Federal Way, WA 98093-0934 or online at [volunteers@fusionfederalway.org](mailto:volunteers@fusionfederalway.org)

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

Name (PLEASE PRINT): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

How did you hear about FUSION? \_\_\_\_\_

Describe your past or present professional career skills and experience:

Describe your life skills and hobbies:

## To join the FUSION team

Please complete your areas of interest on Page 2 Volunteer Job List. A Volunteer Coordinator will contact you to set up meeting time to discuss what areas you want to volunteer along with a little history of FUSION's beginnings and its immediate focus for the future. Orientation is usually at 3:00pm on either a Tuesday or Thursday at the FUSION Boutique. Other days/times can be arranged if needed.

**Orientation Schedule:** \_\_\_ Tuesday or \_\_\_ Thursday Other \_\_\_\_\_

**Background Check::** \_\_\_ To Cindy Approval Date \_\_\_\_\_

**Training:** \_\_\_ Boutique Manager \_\_\_ PA-FFC Training \_\_\_ Poverty Bay Food Handler Card

**Forward to:** Housing - PA-FFC - Boutique - Marketing/Fund Development - Art Event - Poverty Bay

# Part 2 FUSION Volunteer Job List

NAME: \_\_\_\_\_

## **FUSION Transitional Housing (On Call Help)**

After families move out of one of our 20 housing units, they need to be cleaned, painted and sometimes renovated. We work in teams on AM or PM weekday shifts. Transition tasks to be considered during a turnover are:

- Deep Cleaning       Repairs / Renovations       Interior Painting       Yardwork  
 Furnishing Units       Storage Maintenance       Ongoing Maintenance/Repairs

## **Pete Andersen FUSION Family Center**

This is a 90 day shelter for families in immediate need. The 29 room facility has an onsite main kitchen that will provide dinner in a large eating area for the families. Help is needed for the following tasks:

- Help With Cooking       Dinner Prep Assistance       On-Call Maintenance/Repair  
 Computer/Clerical       Reading and Crafts with Kids       On-Call Short Notice Backup Coverage

## **FUSION Boutique Tuesday – Saturday AM & PM Shifts**

Fundraising focus is selling gently used furniture and home furnishings that have been individually donated or from local retail stores. All proceeds go to support housing for homeless families.

- Sales Floor       New Furniture Displays       Maintain Backroom Storage       Furniture Repair  
 Train New Boutique Volunteers       Use Cash Register       Help Open       Help Close

## **Drivers needed Tuesday and Thursday AM & PM Shifts**

Donated items need to be picked up from individual homes or retail stores in King & Pierce County. FUSION provides the truck used. Other deliveries can also be a part of working day.

- Driver capable to lift at least 50lbs, load and unload furniture.

## **Marketing & Fund Development (On Call when specific projects become available)**

- Newsletters       Promotional Brochures       E-Mail Communications       IT Knowledge  
 Maintain Website       Press Releases       Social Media       Speakers Bureau  
 Grant Writing Opportunities       Develop Fundraising Activities       Procure Art Event Sponsors

## **Volunteer Coordinators (When available)**

Two person team that shares orientations, open communication, administrative duties and hands on with volunteers, processes applications, coordinates with department managers and drivers..

- Computer/Clerical       Promote / Welcome Volunteers       Track All Volunteer Hours for L&I  
 Orientations       Maintain Master Roster       Plan Small Recognition Events

## **FUSION \*Major Annual Fundraiser\* (Planning begins In January)**

Annual Summer Art Event is held on the first Wednesday of August and lots of help is needed for the six months of preparation.. All proceeds go towards FUSION operations to support homeless families.

- Invitations / Programs       Setup / Take Down       Entertainment  
 Thank You Cards       Decorations       Procure Auction Items  
 Tickets/Registration/Will-Call       Game/Wine Wheel       Artist Selection Committee  
 Raffle & Raffle Tickets       Bar       Big Board  
 Event Planner       Flowers       Cashiers / Banking  
 Parking / Traffic Control       Table Display Auction Items

## **Poverty Bay Café open 7AM to 2PM (9am-12pm or 12pm-3pm shifts)**

Café is owned by FUSION to help fund our housing program training class. All volunteers need a Food Worker Card \$10. [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) Dress code: black pants, black shirt and special black non-skid shoes.

- Wait Tables       Server       Food Prep       Wash Dishes       Cashier       Baker  
 After Hours Clean Up       Daytime Cleaning       Daytime Errands