

THE WILSON HOUSE

378 Village Street, P.O. Box 46, East Dorset, Vermont 05253

Tel: 802-362-5524

Name: _____ (Nick Name) _____

Address: _____

City: _____ State _____ Zip: _____ Telephone: _____

Email Address: _____

Birth Date: _____

Sobriety or Clean/Sober Date: (1 yr. min.) _____

Other Program: YES___ NO___

Please briefly explain your interest in volunteering at The Wilson House: _____

Short term staff are asked to give a minimum of 1 - 2 weeks the first time they volunteer.

Long term staff may select 2 weeks to a maximum of 3 months. Long term staff (more than 30 days) will need to agree to having a background check completed.

Anyone planning to volunteer more than 3 months may be asked to come and work at The Wilson House for a trial weekend.

Please note the dates you would be available to work:

First Choice: _____ Second Choice: _____

1. Do you have any physical health conditions (muscle, bone, joint, allergy, etc. that would prevent completion of required daily household chores: YES___ NO___

If YES, please explain:

2. Do you have any psychological health conditions that would affect your ability to perform required any daily duties? YES___ NO___

If YES, please explain:

3. Please list medications you are currently taking and reason for using medications.

4. Do you have any special food or dietary needs? YES___ NO ___

Are these related to specific health conditions? (Please explain)

5. Do you have current health insurance? YES ___ NO ___

If YES, please provide proof of insurance upon arrival if you do come to volunteer.
Also, if YES, would your insurance provide coverage in Vermont? YES ___NO___

Employment History: (most recent employer)

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____ Dates worked: from _____ to _____

Responsibilities/Duties: _____

Personal References:

1. Name: _____ Telephone: _____

2. Name: _____ Telephone: _____

Talents and Areas of Interest: _____

What prior work or service experience(s) do you think would allow you to add something special to this workplace? _____

In 100 words or less, please write: "Why I want to join the Wilson House Volunteer Staff"

Signature: _____

Date: _____

PLEASE RETURN THIS APPLICATION TO:
THE WILSON HOUSE
P.O. BOX 46
EAST DORSET, VT 05253-0046

WILSON HOUSE ORIENTATION

We're glad that you want to join us at The Wilson House and we trust that you will enjoy your stay here. This Orientation is intended to provide you with information about the House and your responsibilities as a volunteer staff member. If you have any questions, please don't hesitate to ask.

BEDROOMS/BATHROOMS: You will be assigned a room which may be double occupancy depending on the number and mix of staff members at a given time. We stress the importance of keeping rooms neat and clean with beds made each morning. Staff members are expected to clean the shower/tub after personal use. To preserve the peaceful, quiet atmosphere of the House, radios and tape players are not allowed. The exception is a MP3 or tape player etc. with a headphone which may be used in the staff members' bedroom or during "free time". We are trying to preserve the atmosphere and ambiance of the House.

SMOKING: The Wilson House is a non-smoking establishment. Our guests and staff appreciated the clean, healthful environment and our insurance coverage strictly forbids smoking in the building. There are outdoor areas specifically designated for smoking and they are equipped with cigarette butt cans – they are on the front porch and two stone patios just off the Meeting House. *The non-smoking rule is crucial. Anyone found smoking in The Wilson House will be asked to leave. We discourage smokers from volunteering if it will prove difficult for them to abstain from smoking while on duty.*

HEALTH REQUIREMENTS: Since workdays are long and certain tasks may prove moderately strenuous, good physical and mental health is important. Please advise the manager concerning any health problems you may have. Medications requiring refrigeration are the only personal items permitted in the commercial refrigerators.

MEALS: Meals at The Wilson House are wholesome, varied, and delicious! Unfortunately, we cannot cater to all special diets and ask you to bring your food and a cooler for your room if you are on a special food plan. Most people find there is enough variety here to eat regular Wilson House food. Meal times are as follows:

Breakfast:	8 to 9 on Monday through Saturday: Bagels/donuts at Mtg. on Sun.
Lunch:	Only by special request from a group or on special occasions
Supper:	5-7 on Friday, 5:30 p.m. on Saturday
Sun-Thursday	No formal meals served/food available for staff only.

Staff members are assigned mealtime set up duties. All staff are required to help with clean up and resetting after meals – which includes, washing, drying, putting away dishes, storing food, resetting tables and general clean-up of the kitchen and dining room. No guest food is permitted in the commercial refrigerators or freezers. We consider staff as family and ask that you please be prompt at mealtime. Staff who eat at the House on their day off are expected to help with clean up just as they would at home.

MAIL: Staff staying 30 days or less have the option of having incoming mail sent to: General Delivery, East Dorset, VT 05253. Staff staying longer than 30 days can obtain a P.O. Box. **Personal mail should not be addressed to the Wilson House address.**

TELEPHONE: The Wilson House telephone is for business use only! If you need to make an important call and do not have use of a cell phone, please check at the main office. Please give family members the Wilson House business number in case of emergency. (802-362-5524). There is an answering machine which will pick up night time calls on this number.

COMPUTERS: If you bring a lap top computer, we do have wireless service. You may connect to the computer with a password. Please ask our front desk person for the password. Please use your computer during your free time and not while you are working as a staff member.

PARKING: Overnight parking for volunteers and overnight guests in the Village Street lot – look for the split rail fence on the right side of the road just past the fire station and the 25 mph sign. Parking in front of The Wilson House is for quick visits and loading/unloading or handicapped parking. Some members who pick up and deliver items may park in this space. Day trippers or people attending meetings are requested to park by the railroad tracks. There is no overnight parking on the streets in East Dorset. Please share your knowledge of parking regulations with guests and visitors as appropriate.

WORK SCHEDULES: The days may be long with some scattered “down time”. Friday and Saturday are the busiest days. The beginning of your work day depends on your schedule. Everyone receives a “work list” the previous night. **Check your work list carefully. The lists are placed in the top drawer of the dining room coffee service table. Take special note that some items are “time sensitive”- others may depend on staff members showing up on time for assignments.**

MEETINGS: A.A. and Al-Anon Meetings are held at The Wilson House several times a week. Every day except for Wednesday and Thursday, there is at least one meeting in the House. **Staff members are able to attend meetings as their schedule allows.** There is a list of meetings at the guest register table in the sitting room.

*** Feel free to ask questions at any time. If you wonder where an item is kept or where to put it away... please ask one of the longer term staff.

***During the winter months or on rainy days, our marble sidewalks may be very slippery. Check the walks if you suspect there may be a possibility of ice or snow. Find out where the sidewalk salt/sand is kept and ask someone to show you how to apply it and where to apply it.

*** We all help each other at The Wilson House and all staff appreciate being asked if they need help with a particular project or daily task. So feel free to ask about helping and sharing your talents.

***Proper language and dress are important. Casual but appropriate attire is always in style here. We are in the public eye and representing an honorable heritage.

We are all here to serve our guests and visitors. We take the principle of anonymity as being very important. We thank you in advance for volunteering this time of service at The Wilson House. Your unique talents are most certainly appreciated and we look forward to having you as part of our “working family”. We hope you will think about becoming an “alumni” and come back again and again as your schedule allows. Remember, you are an important part of keeping things running smoothly here. God bless all your efforts!

