



Dear Prospective McCurdy Ministries Community Center Volunteer:

Thank you for your interest in the Long-Term Individual Volunteer program at McCurdy Ministries Community Center (MMCC). Our volunteers are an important part of our day-to-day operation, and without them, it would be difficult to continue our service to the youth and families in our Valley.

If accepted into the volunteer program, we will work with you to schedule your time at MMCC that is convenient for both you and the McCurdy staff. We depend upon volunteers to do a variety of tasks and will try to match your skills to a specific need. MMCC's volunteers are housed in the Pilling-Robinson Retreat Center or, if available, you may use one of our RV hook-ups. We accept Long-Term Individual Volunteers year-round. Retreat Center space and MMCC's needs are *both* determining factors when considering individual volunteers.

Please complete this Long-Term Individual Volunteer Application. Additionally, before being approved to volunteer you will be required to complete Safe Sanctuary Training on our website at www.mccurdy.org. Click on the Safe Sanctuary link to begin the training which can be completed online. Please return the application form as soon as possible so that you and we can make timely preparations for your time on the McCurdy campus.

We look forward to hearing from you. If you have any questions after reviewing the enclosed forms and information, please do not hesitate to call Eufemia Romero, our volunteer registrar at 505-753-7221, ext. 210 or email her at eromero@mccurdy.org. We look forward to helping you through the application process and welcoming you to our campus!

Sincerely,

Patricia A. Alvarado

Patricia A. Alvarado

Patricia A. Alvarado, executive director

362A S. McCurdy Road, Española, NM 87532

Handbook for a Long-Term Individual Volunteer

McCurdy Ministries Community Center

Revised November 2018

*All McCurdy volunteers must be safe sanctuary trained and certified.
Training is available on our website: www.mccurdy.org.*

McCurdy Ministries Community Center (MMCC) benefits greatly from the services of volunteers. Many people give of their time and skills to strengthen our program and improve our facilities. The satisfaction of serving as a Long-Term Individual Volunteer is evidenced by the volunteers who return year after year.

One of the wonderful aspects of McCurdy Ministries Community Center's setting is the opportunity to interact with nature as well as the Hispanic, Native American and Anglo cultures, history, art and science. The Española Valley is surrounded on the east by the Sangre de Cristo Mountains and on the west by the Jemez Mountains. Flowing through the valley is the Rio Grande River. The mountains and rivers provide wonderful opportunities for hiking, rafting and enjoyment of God's creation. Despite the geographic and cultural richness, 32% of our population lives under the Federal Poverty Line, 22% of adults over 25 have not graduated from high school or earned a GED and 60% of our children are being raised by their grandparents.

Since 1912 McCurdy Ministries Community Center has been making God's difference in the Española Valley and we deeply appreciate our Long Term Volunteers who help us to fulfill our mission year after year. MMCC's mission is to **“create hope and empower the lives of children, youth, adults and families through education, life skills and faith-based programs.”**

Long-Term Individual Volunteers serve on an individual basis (or sometimes together as a couple or with a friend). We accept individual volunteers throughout the year and work closely with each volunteer to determine the best time frame and volunteer assignment. If Long Term Individual Volunteers serve for at least two weeks in a fiscal year there is no charge for housing and if they serve at least four weeks in a fiscal year volunteers are welcome to eat lunches during the school year in the cafeteria.

Possible Volunteer Tasks

- **Office:** Volunteers assist office staff. Duties may involve typing, computer data entry, making copies, filing, shredding, trimming and counting boxtops, writing thank you notes, and preparing mailings.
- **After-School Care (ASC):** Volunteers staying a longer period of time are preferred for these positions as they work closely with the students. This would involve assisting the regular ASC staff in the supervision of children from Pre-K through 6th grade. This includes helping to prepare snacks, playing with and reading to students as well as helping with homework when needed.
- **Maintenance:** Volunteers perform electrical work, plumbing, woodwork, mechanical repairs, yard work and cleaning as needed and according to the volunteer's skills.
- **Tutoring:** Volunteers act as classroom assistants under the direction of McCurdy Charter School teachers.
- **Cafeteria Helper:** If working all day there, the volunteer will help prepare meals and will assist in getting ready for serving lunch. If only needed for food service, volunteer will arrive 15 minutes before serving begins to help cafeteria staff serve lunch to students. This job requires that you comply with all health rules, including hair nets, gloves, aprons, etc.
- **Substitute or Help in After-School Care:** Subs as needed in an emergency. A paid staff member will be in After-School Care at all times.

It is important for our volunteers to be flexible in their work assignments, just as all our staff are required to be flexible in their work assignments. Over time we have learned that God works in amazing ways in unexpected work assignments so we hope you will be open to new experiences especially when we are confronted with

emergency needs.

General MMCC Information

Please go to our website at www.mccurdy.org for the latest McCurdy Ministries Community Center news, information and publications.

Housing

Retreat Center Rooms: Volunteers are housed in the Pilling-Robinson Retreat Center. Each room has two of the following: single bed, dresser, desk and closet. There is a washbasin and mirror in each room. Retreat Center baths consist of a tub/shower, toilet and ceiling/heating fan and are shared between two rooms. **Note that pets and hot plates are not allowed in the Retreat Center** but there are kitchen and kitchenette areas available for your use. There is a small refrigerator, microwave, coffee maker, and toaster in each lounge. The kitchens in the NE and SW apartments contain a stove and regular-sized refrigerator.

While living in the retreat center you will be living in close proximity to others so compromise and cooperation are important.

RVs: There are two RV hook-ups, if available, which can be used during the spring, summer and fall. Temperatures in December through February are not suitable for RV living.

Hours: To be considered a full time volunteer, you must work 35 hours per week and normal work hours are 8 AM to noon and 1 to 4 PM. Even though volunteers are on a full work schedule, there are many opportunities to enjoy the unique geographic and cultural characteristics of Northern New Mexico. Occasional time off may be requested from the executive director and is usually approved. Please note that MMCC has a generous holiday schedule (three days at Thanksgiving, ten days at Christmas, two days at Easter and five days at Spring Break plus a number of other holidays such as Labor Day) and when the staff is off on holiday so are our volunteers. Occasionally, volunteers acting as Retreat Center Hosts are asked to do VIM Team check ins on holidays.

Climate: Although the climate in Española is generally temperate, winter clothing is needed at times. Summer days can be hot, but nights are cool. The elevation in Española is approximately 5,800 feet, but elevation varies greatly throughout the region. There are four distinct seasons, with low humidity year round. Lows are listed at 15°F and highs 90°F.

Travel: Volunteers are responsible for their own travel expense to and from McCurdy Ministries Community Center. You also will need to provide your own transportation to run errands and for sightseeing.

Insurance: Volunteers must provide proof of health insurance and car insurance if you have a car on campus.

Other Considerations: Volunteers should consider whether or not they are up to the demands of the work they will be asked to do. In addition, our volunteers live and work in communal settings so it is important for each volunteer to assess whether these living and work situations fit their personality.

Articles/Services Provided by McCurdy Ministries

Lunch is available for our Long Term Individual Volunteers in the cafeteria Monday-Friday from noon to 12:30 PM for \$6 per lunch when school is in session. *However, if you volunteer for four weeks or longer, there is no charge for your lunch.*

Linens: Sheets, pillows, pillowcases, quilts, towels, and washcloths are provided for your use while staying at Pilling-Robinson Retreat Center.

Laundry: Washers and dryers are available for personal laundry at 50 cents per load to wash and 50 cents to dry. Volunteers are asked to launder the linens and towels they use while staying at the Retreat Center. Detergent and dryer sheets are kept on hand for your use. **Note: Please have laundry completed by 9:30 p.m.** because the noise generated affects adjacent living quarters. When planning an early morning departure, please

make arrangements for another volunteer to do your laundry of linens/towels.

Telephone: A telephone (505-753-7221, ext.232) is provided in the main lounge for adult use. To make a long distance call, you must use a phone card.

Mailing Address and UPS Deliveries: (Your Name), Long-Term Individual Volunteer, McCurdy Ministries Community Center, 362A S. McCurdy Road, Española, NM 87532

Visitors Policy: Long-term volunteers may welcome visitors needing a separate room in the Retreat Center for three nights' free lodging once per year. After three nights, rent will be charged at the rate of \$30 per night per person.

Drug and Alcohol Policy: McCurdy Ministries Community Center is a **SMOKE-FREE AND DRUG-FREE** campus. **ALCOHOLIC BEVERAGES ARE PROHIBITED** on campus and during off-campus MMCC activities.

Security: Retreat Center security is everyone's concern. Exterior doors are locked at all times. Do not prop open the end or inside fire doors. You will be issued an outside door key and a gate key in addition to your room key. Also, please do not use the south entrance unless you are housed in the south wing. To help secure the campus, the gate at McCurdy Road near the playground will be closed each afternoon after most of the students have left the campus, but you will be given a key to that gate. All other gates are locked at all the times.

We suggest you take security measures to protect your car against vandalism. Lock your car and park it in well-lighted areas, either behind the Retreat Center or in the fenced lot in back. Please take care when parking in the fenced lot to make room for as many cars as possible. Do not park cars in the lawn areas or block any Retreat Center exits. There are sensing lights in the rear of the building. Report any acts of vandalism. The Española Police Department is the only security force available by dialing 911. **We are not responsible for damage to your vehicles.**

Articles to Bring: Suggested items include an alarm clock, raincoat, umbrella, comfortable clothes, personal toiletry articles, personal glass for washroom use, comfortable walking shoes (closed-toed shoes for working because the grounds are rough in spots and the buildings are far apart), and clothing for both warm and cold weather (our elevation is 5,600 feet and we do have snow in fall, winter and spring). Optional items include a desk lamp, fan, throw rug, bath mat, and radio.

Pharmacies: CVS, Walgreen's, and Wal-Mart are all in Española to meet your prescription needs. We also recommend Fairview Pharmacy (a Good Neighbor Pharmacy). There is a local hospital and two Urgent Care providers.

Driving Directions: To determine your best route to McCurdy Ministries Community Center go to our website at www.mccurdy.org and click on the Contact Us Tab at the top of the page. There you will find our address, a Google Map link to our campus and directions to our administrative offices of campus. Of course you can use your own GPS. Our address is 362A S. McCurdy Road, Española, NM 87532. If you are using your GPS, please double check your route on a map.

Local points of interest

Please note all entrance fees are the responsibility of the participants. Time estimates are for round trips.

- **Pueblos:** San Juan, Santa Clara, San Ildefonso, Pojoaque, Picuris, Taos, Nambé (half to full day)
When Native American ceremonies are held, we encourage visiting groups to take the afternoon off to observe the dances. Pictures are usually not allowed ~ you must have permission from the pueblo or your camera will be confiscated.
- **Chimayo:** Hispanic weaving and Santuario de Chimayo (2 to 3 hours)
- **Bandelier National Monument:** cliff dwellings and hiking trails (half day)

- **Los Alamos:** the atomic city, Bradbury Science Museum (3 hours)
- **Santa Fe:** oldest continuously occupied capital in the new world, numerous museums, shops, galleries and restaurants (half day)
- **Taos:** Taos has galleries, shops, museums and restaurants and is a Spanish colonial town. Taos Pueblo is a few miles north of town (half day)
- **Truchas-Trampas-Penasco:** high road to Taos, Hispanic mountain villages and scenery (half day)
- **Ghost Ranch:** museum, hiking trail, labyrinth, Abiquiu and Echo Amphitheater (half day)
- **Pecos wilderness:** high mountain hikes (one day)
- **Jemez Pueblo and Springs:** high country trip (one day)

Restaurants: There are a wide variety of fast food and dine in restaurants in Española, as well as several that serve good Northern New Mexico cuisine including Angelina's, El Paragua and La Cocina. We also recommend Rancho de Chimayo in Chimayo.

All our local United Methodist Churches welcome our volunteers:

- Visit some or all of the United Methodist Churches in Northern New Mexico :
 - **Santa Cruz UMC**, across the street from McCurdy, built in 1953 and used for many years by McCurdy for chapel services.
 - **Valley View UMC** (and the Española Valley Hospital, started on the McCurdy campus and operated by the United Methodist Church until 1977).
 - **Alcalde UMC**, where a plaza school was opened in 1917 and operated with eight grades in three rooms until 1980. The church was built in the 1950's. La Loma Vista, the cemetery close to the church, is owned by the United Methodist Church and has served as the only Protestant cemetery in the area.
 - **Velarde**, where the work began in 1912. The original building, Hauser Memorial Chapel, is still used as the church. (This tour will take about one half day.)

Could I Be a Long-Term Individual Volunteer?

Please answer the following questions honestly, for yourself, before you complete the application. (This form is for your personal evaluation and reflection; **do not return this form with your application.**)

1. Do I feel called to volunteer?
2. Am I willing and able to be away from home?
3. Can I live in close quarters with others? Possibly share a bathroom with someone I don't know?
4. Am I willing to have fun at work? Could I be flexible in my daily routine?
5. Can I work 35 hours per week?
6. Do I enjoy being around children of all ages?
7. Can I work and live in a culture different than mine?
8. Do I love sunshine? Beautiful scenery? Snow? Dry heat? All of the above in the same week (sometimes the same day)?
9. Can I keep my eyes and ears open? Am I willing to help those less fortunate than me without judgment?

McCurdy Ministries Community Center
Long-Term Individual Volunteer Application

Date of Application: _____

Name _____
Last First M

Sex _____ **Age** _____ **Birth date** _____

Home Address: _____
Street City State Zip

Home Phone: _____ **Cell:** _____

E-mail Address: _____

Preferred method of contact: Home Phone Cell Email No prefer

Emergency Contact: _____

Relationship to Volunteer: _____ **Phone:** _____

Available dates to serve: from: _____ to: _____

Housing Needs: I will need housing I will make my own arrangements
 I need hook-up service for my RV

Health: Excellent Good Fair Poor

Please list physical disabilities, health factors, physical conditions, recent operations, chronic illness, and/or treatments.

List any medication (include name and dosage) as well as any herbal over-the-counter medications you take.
(If more space is needed, attach a complete list.)

Is your spouse applying for volunteer service? ___ Yes ___ No

CHURCH MEMBERSHIP:

Name of church in which you hold membership: _____

Pastor: _____
Name Address Telephone

Please note we will be contacting your pastor by phone for a personal reference.

ACTIVITIES / INTERESTS / SKILLS

Work Experience: List job experiences (paid or volunteer) with most recent first or you may attach a resume.

Position Dates Paid or Volunteer

1. _____

2. _____
3. _____
4. _____
5. _____

Interest / Abilities: Check those service area in which you wish to serve.

Office Skills	Teach / Tutor	Maintenance	Talents
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Language Arts	<input type="checkbox"/> Appliance repair	<input type="checkbox"/> Drama, plays
<input type="checkbox"/> Excel	<input type="checkbox"/> Math	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Driving vans
<input type="checkbox"/> Publisher	<input type="checkbox"/> Remedial Reading	<input type="checkbox"/> Electrical	<input type="checkbox"/> CDL
<input type="checkbox"/> Outlook	<input type="checkbox"/> Science	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Sewing
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Social Studies	<input type="checkbox"/> Masonry	<input type="checkbox"/> Musician
<input type="checkbox"/> Quicken/Quick Books	<input type="checkbox"/> Sub-specify grade	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Other (list below)

In order to more fully understand the skills and abilities, please share your specific expertise to enable us to better match you to the project/work areas that are needed.

Short Essay: Please write a short, concise statement explaining why you want to participate in our Long-Term Individual Volunteer Program. (You may use a separate page if needed).

EXPECTATIONS: Please summarize your expectations for your volunteer experience at McCurdy Ministries Community Center.

AGREEMENT:

I have read the McCurdy Ministries Community Center's Long-Term Individual Volunteer Handbook. I understand, agree to, and will abide by, the terms and requirements for participation in the Long-Term Individual Volunteer Program. I also understand that the completion of this application does not mean automatic acceptance. I am aware that McCurdy Ministries Community Center requires volunteers to carry medical insurance.

Signature of Applicant

Date

Please return this completed form to: Eufemia Romero, volunteer registrar, McCurdy Ministries Community Center, 362A S. McCurdy Road, Española, NM 87532 or scan and email it to eromero@mccurdy.org.

Your Safe Sanctuary Training process must be completed within a week of submitting your application. Your application will not be considered until you have completed the MMCC Safe Sanctuary Training.

McCurdy Ministries Community Center
Long Term Invidual Volunteer Medical Information Form

This form must be included with your Long-Term Individual Volunteer Application

McCurdy Ministries Community Center is committed to ensuring that your privacy is protected. The medical information asked for is for your protection and will only be used if you are unable to speak for yourself in an emergency. Please return this completed form to: Eufemia Romero, volunteer registrar, McCurdy Ministries Community Center, 362A S. McCurdy Road, Española, NM 87532 or scan and email it to eromero@mccurdy.org.

Name: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Email: _____ Date of Last Physical Exam: _____

Have you had any of the following conditions? (If yes, please check appropriate space and give details on the back of this page or on an additional sheet.)

- | | |
|--|---|
| <input type="checkbox"/> Blood or circulatory problems | <input type="checkbox"/> Paralysis |
| <input type="checkbox"/> Colitis or intestinal condition | <input type="checkbox"/> Heart disease, angina |
| <input type="checkbox"/> Gall bladder disease or gall stones | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Disorders of spine, joints, bones | <input type="checkbox"/> Heart attack |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Thyroid or goiter |
| <input type="checkbox"/> Disease of eyes, ears, nose or throat | <input type="checkbox"/> Cancer or tumor |
| <input type="checkbox"/> Lung condition, TB, asthma | <input type="checkbox"/> Liver condition |
| <input type="checkbox"/> Muscle or nervous system disorder | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Ulcers or other stomach condition | <input type="checkbox"/> Connective tissue disease |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Emotional/mental condition |

List all medications (with exact dosage) you take on a regular basis. (If more space is needed, attach a complete list):

List any allergies: _____

Please list the date of your last vaccination/booster for the following:

_____	Diphtheria/Tetanus	_____	Hepatitis A
_____	Typhoid	_____	Hepatitis B
_____	PneumoVax	_____	Influenza (flu)
_____	Other		

Physician's Statement

I certify _____ is currently in _____ excellent, _____ good, or _____ fair physical condition.

Activity restrictions / limitations include _____

Physician's signature: _____ Print physician's name: _____

Physician's address: _____
Address City State Zip

Phone: () _____ Fax: () _____

