



WELCOME!

A warm welcome to all Hostelling International volunteers.

First and foremost, THANK YOU for your interest in volunteering for Hostelling International. You, our volunteers, form the foundation of HI-USA Golden Gate Council's wide range of cultural and environmental programs. We value our volunteers for the time, talent and energy that they contribute to our organization. In fact, without our team of dedicated volunteers, programs and activities simply would not occur.

Volunteer participation improves the quality of the travel experience for our hostel guests, and helps open doors for international travelers into the local community.

Thanks to local volunteers like you, each hosteller's experience is enhanced, while supporting HI-USA Golden Gate Council, improving the quality of future guests that visit our community. This cross cultural exchange brings greater meaning to the HI mission, and will travel with that person around the world: *"to help all people, especially the young, gain a greater understanding of the world and its people through hostelling."*

Whether a love of travel, knowledge of the Bay Area community, an interest in meeting international travelers, or simple curiosity has brought you here— we hope that you will find the experience you are looking for at HI-USA Golden Gate Council.

We appreciate your interest in HI-USA Golden Gate Council, and look forward to working with you!

Mike Yoshioka
Educational Programs Coordinator



VOLUNTEER OPPORTUNITIES

Fundraising:

As a non-profit organization we depend on both annual and on-going fundraising projects. Throughout the year there is always a need for volunteers to help with everything from solicitation, advertising, event coordination, and mailings. Fundraising is one of the behind the scene type volunteer opportunities that makes the biggest impact on our council, our hostels and provides the means that ensure continued programs and activities throughout the HI-USA Golden Gate Council.

Educational Programs Assistant:

In both the HI-USA Golden Gate Council and each of our Hostels, there is always an on-going need for office and research help. Everything from organizing records, researching and writing grants, to helping our Marketing Director edit our newsletter, we are always in need of some experienced office hands.

Speaker's Bureau:

Present mission-based educational workshops to a variety of audiences in order to promote hostelling and responsible travel. Workshop topics range from the basic World Travel 101 to Travel USA and Women Traveling Solo.



VOLUNTEER APPLICATION FORM

Name: _____ Date: _____
(Last) (First) (Middle)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Pager/Cell: _____ Email: _____

Birthday (month and day): _____

Contact in case of emergency:

(Name) (Relationship) (Home Ph) (Work Ph)

Limitations related to health: _____

Volunteer experience:

Work Experience:

How did you find out about HI Golden Gate Council volunteer opportunities?

Craigslist.org Attended an HI event (specify: _____)
The Volunteer Center VolunteerMatch.org Web Site (specify: _____)
HI Volunteer Other: _____

What interests you about volunteering at Hostelling International?



Scheduling

Please check the times when you are *generally* available to volunteer:

| | | |
|------------------|--------------------|------------------|
| Weekday mornings | Weekday afternoons | Weekday evenings |
| Weekend mornings | Weekend afternoons | Weekend evenings |

Comments: _____

Volunteer Interests

Please check the volunteer opportunities you are interested in:

| | |
|-----------------------------------|----------------------------|
| Hostel Nature Adventure Assistant | Travel Education Presenter |
| Community Walls | Cultural Kitchen Assistant |
| Marketing Assistant | Holiday / Special Events |
| Office / Research Assistant | Other (specify: _____) |

Travel Experience

I've spent at least 5 days traveling in the following areas. . .

| | |
|------------------------|--|
| U.S. National Parks | Africa |
| Mexico/Baja California | Australia/New Zealand |
| Canada | Pacific Islands (Philippines, Indonesia) |
| Central America | South Asia (India, Pakistan) |
| South America | East Asia (China, Japan) |
| Western Europe | Southeast Asia (Thailand, Laos) |
| Eastern Europe | Caribbean (Puerto Rico, Cuba) |
| Middle East | Other(s): _____ |

Professional Skills

Please check the skills you would be willing to share as a volunteer:

| | |
|------------------------|------------------------------------|
| Public Speaking | Event Planning |
| Writing / Journalism | Public Relations |
| Research | Office Management |
| Graphic Arts | Foreign Languages (specify: _____) |
| Information Technology | Data Base Management |
| Finance | Real Estate |
| Marketing | Fundraising |
| Other: _____ | |

Personal Skills and Interests

Please check the skills you would be willing to share as a volunteer:

| | | |
|--|--------------------|------------------|
| Musical instrument (specify: _____) | Drawing / Painting | Handyman Repairs |
| Gardening | Cooking / Baking | Decorating |
| Sports / Outdoor Recreation (specify: _____) | | |



HI-USA Volunteer Agreement

HI-USA agrees to:

- Provide a volunteer coordinator/liaison who will hire, orient, train and supervise volunteers.
- Provide a volunteer manual including a written job description for each volunteer assignment.
- Train volunteers to provide high quality experiences to both hostellers and program participants.
- Offer continuing skill development opportunities and constant communications so the volunteer may grow and learn from the volunteer experience.
- Offer the volunteer careful placement and an opportunity to change assignments as the programs and needs of the council/hostel change.
- Provide a council/hostel staff that is understanding, cooperative and helpful; always respectful of the contribution the volunteer is making.
- Keep records of service and provide recognition and awards to all volunteers.

Educational Programs Coordinator

Date

Volunteer agrees to:

- Attend orientation and training sessions to become familiar with council/hostel policies and procedures as well as service opportunities.
- Serve during the hours specified for each accepted volunteer task.
- Be prompt and reliable in attendance and to notify the volunteer coordinator if unable to fulfill assignment as scheduled.
- Perform all duties with good humor and to seek guidance from council/hostel staff when in doubt.
- Respect the council/hostel staff and strive to maintain a smooth working relationship with staff and other volunteers.
- Exercise good judgment and avoid risks when acting on behalf of HI-USA.
- Accept the HI-USA council/hostel's right to dismiss a volunteer for poor performance and/or unreliable service.

HI-USA Volunteer

Date