

# MAINE RECOVERY FUND

**Maine Recovery Fund** was founded in 2017 to dignify re-entry to the workforce for individuals:

- + in early recovery from substance use disorder
- + recently released from jail and prison
- + new Americans

We partner with the socially driven staffing company MaineWorks to provide supportive services that bridge the gap between hopelessness and resiliency through sustained employment and financial independence.

## OUR PROGRAMS

### Transportation

A reliable ride to and from work every day

### Housing support

Financial support for sober housing

### Tangible assets

A "Worker Starter Kit" including weather-appropriate outerwear, steel-toed boots, a tool belt with basic tools, and a gift card for hygiene supplies and groceries

### Health services

Physical and mental health support

### Workforce training

OSHA10, OSHA30, equipment operating training, and pre-apprenticeship programs

For more information:



Support our mission  
Venmo @MaineRecoveryFund

*Maine Recovery Fund is a public 501(c)(3) organization.*

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## **Welcome!**

We are so glad that you have decided to volunteer with Maine Recovery Fund. Volunteers are one of the greatest resources we have - people like you, who generously give their time, energy, and talents, allow us to expand the reach of our programs in York and Cumberland counties. We are committed to creating meaningful opportunities for the community to be involved in our work.

This guide is intended to introduce you to Maine Recovery Fund and to provide a basic overview of our volunteer driving program. As volunteerism within the organization grows and changes, there may be a need to modify the practices, procedures, and other information described in this guide. When such changes occur, you will be notified by an announcement or update. If you have any questions or need any clarification of the information contained in this handbook, please contact the Volunteer Coordinator.

## **MaineWorks + Maine Recovery Fund**

Founded in 2010, MaineWorks is an innovative employment company with a social mission: to dignify the experience of people who face real barriers to workforce re-entry, including people recovering from substance use disorder and people with felony convictions. MaineWorks provides jobs in the fields of construction, carpentry, masonry, roadwork, demolition, landscaping, and more.

In 2017, MaineWorks founders, advisors, and other community leaders established Maine Recovery Fund, a 501(c)(3) nonprofit organization that provides community support to individuals seeking to re-enter the workforce and to re-establish a productive life through economic viability. MaineWorks provides a job, while Maine Recovery Fund provides supportive services such as transportation to and from work and access to sober housing, as well as work clothing, tools, training and other items to help bridge the gap between hopelessness and resiliency.

## **Volunteer Driving Program Description**

Volunteer drivers provide Maine Recovery Fund clients with rides to work from their sober house residences in York and Cumberland counties to MaineWorks' job sites (most are located within a 30-mile radius of Portland, Saco or Biddeford). All volunteers must complete and submit a Volunteer Driver Agreement, along with their driver's license and insurance information.



Once you have been approved as a volunteer driver, you will be asked about your availability to drive. Rides to work are generally required on weekdays between 6:00am and 8:00am. Ideally, volunteers will commit to driving the same day(s)/route(s) each week. Drivers are not permitted to make unauthorized stops and are to transport client(s) directly to/from job site(s).

Day-to-day coordination of rides is handled by MaineWorks staff who will confirm rides with volunteer drivers the day before the scheduled trip.

In the event of work cancellation or delay due to inclement weather, volunteers will be notified by the dispatch coordinator as soon as possible. No volunteer will be required to drive in weather conditions s/he is uncomfortable with.

### **Reporting mileage**

In order to accurately track our impact, it is important that our volunteer drivers submit accurate and timely mileage reports. Drivers will be able to report mileage online using this [Google Form](#) (preferred), or by keeping a paper record and submitting that to the Volunteer Coordinator on a regular basis.

### **Mileage/Toll Reimbursement**

Volunteers may request reimbursement of mileage and tolls when driving their personal vehicles. Mileage reimbursements will be processed on a monthly basis. Please contact the Volunteer Coordinator for more information.

#### **If you are involved in an accident:**

- Promptly seek medical attention if you or your rider(s) are injured.
- Report the accident to the appropriate law enforcement agency.
- Report the accident to MaineWorks dispatch at the number below.
- Report the accident to your insurance carrier.

### **Contact Information:**

**For immediate assistance** (ride scheduling, cancelation, accident reporting): Wes Salvucci, MaineWorks, 978-973-3693

**For questions or concerns regarding the volunteer program**, please contact MERF Volunteer Coordinator Christine Babb at: [info@mainerecoveryfund.org](mailto:info@mainerecoveryfund.org).



Hopeful

# THE STORY OF MAINEWORKS

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