



Dear Prospective Volunteer,

Congratulations! You have taken the first step as a prospective volunteer for Mainspring of Ephrata. Your next step will be to read through this material and complete the application.

Mainspring of Ephrata is a community-focused nonprofit dedicated to helping the Borough of Ephrata thrive. Our heart is in strengthening the place we all call home — supporting local businesses, enhancing our downtown and neighborhoods, and creating meaningful opportunities for connection and growth.

We carry out this mission through three key focus areas: improving and caring for our physical spaces, supporting and growing local businesses, and bringing people together through community initiatives and events. Everything we do is rooted in the belief that when Ephrata flourishes, we all flourish.

Volunteers are at the heart of everything we do. Mainspring simply wouldn't be what it is without neighbors who care deeply about Ephrata and are willing to share their time, talents, and ideas. Whether you're helping at a community event, lending professional expertise, serving on a committee, or rolling up your sleeves for a hands-on project, you play a direct role in strengthening our downtown, supporting local businesses, and creating experiences that bring people together. We need YOU because this is your community, too — and together, we can continue building a place we're all proud to call home.

We ask that all prospective volunteers schedule a brief interview with Mainspring staff, and we will be in touch soon to arrange a convenient time. Once you've decided to move forward, we also ask that you review and sign our Nondisclosure, Social Media, and Conflict of Interest policies as part of your commitment to serving with us.

Should you have any questions, please feel free to call either Lisa Willwerth, our administrator, or me at 717-721-6196 or email at: Joy@Mainspringofephrata.org; Lisa@Mainspringofephrata.org

Sincerely,

Joy N. Ashley

Joy N. Ashley
Executive Director



16 E. Main St.
Ephrata, PA 17522
717-721-6196

Application Date: ____/____/____

VOLUNTEER APPLICATION

All information is confidential and will only be seen by Mainspring of Ephrata staff.

Last Name:		
First Name:	Preferred Name:	Spouse's Name:
Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Email:
Preferred method of contact: <input type="checkbox"/> Home phone <input type="checkbox"/> Cell phone <input type="checkbox"/> Email		
Best time to reach you:		

Birth Date: ____/____/____
Month Day Year

Occupation _____

Please check the areas in which you are interested in volunteering.

1. Community Events*

- Planning Committee Event Day Volunteering Only
- Fundraising for Event

*Expectation is for the volunteer serving on the committee and/or fundraising to attend all committee meetings. When assigned a task, the volunteer will be prepared to report on the status of the task at the next meeting.

2. Administrative ("on call" position; as needed)

- Fold printed material
- Address & seal envelopes
- Other miscellaneous projects (ex: tie Christmas ornaments together; roll and tie Santa letters; fold t-shirts; etc.)

3. Program Committees

- | | |
|--|---|
| <input type="checkbox"/> Public Art Committee | <input type="checkbox"/> Mt. Springs Recreational Preserve
Implementation Crew |
| <input type="checkbox"/> Business Recruitment &
Retention Committee | <input type="checkbox"/> Ephrata Bike Park Crew |
| <input type="checkbox"/> Ephrata Bike Share Maintenance | <input type="checkbox"/> Whistle Stop Plaza Landscape Maintenance |
| <input type="checkbox"/> Decorating Committee | <input type="checkbox"/> Welcome Center Ambassador |

General Information

1. How did you hear about Mainspring of Ephrata?
2. Why do you want to get involved as a volunteer?
3. With what other organizations have you been involved, and in what capacity?

Skills / Training

1. What do you consider your strengths to be?
2. What do you consider your weaknesses to be?
3. What special skills / talents can you bring to the organization?
4. What is your educational background? List any special training or educational experience.
5. Have you been convicted of a felony within the last seven years? (Conviction will not necessarily disqualify an applicant from volunteer service.) Yes No

Please Note:

We are so happy that you are considering volunteering for Mainspring of Ephrata. Our volunteers are truly an extension of our staff and we highly value your commitment. That said, our volunteers are expected to support and follow the policies of the organization. We will need you to sign a Nondisclosure Policy, Social Media Policy, and Conflict of Interest Policy.

References

Please list the names, addresses, phone numbers and email address of three people not related to you, whom we may contact for references.

1. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

2. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

I certify that answers given herein are true and complete to the best of my knowledge.

Signature _____ Date _____

Please email, mail, or drop off your completed application to:

Lisa Willwerth, Administrator

16 E. Main St.

Ephrata, PA 17522

717-721-6196

Lisa@Mainspringofephrata.org

For Office Use Only

Date Contacted:	Interview Scheduled: Date:	Time:
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MAINSRING OF EPHRATA

MISSION

To improve the quality of life in our community through increased economic opportunity.

VISION STATEMENT

Mainspring of Ephrata celebrates the unique history, landscape and blended cultures of Ephrata by cultivating a memorable, multigenerational and thriving community.

VALUES

Collaborative – Mainspring of Ephrata forges strategic partnerships with community groups, government representatives and residents to move our work forward.

Inclusive – By providing a venue for all to participate in the development of our local economy and community, Mainspring of Ephrata values inclusivity.

Imaginative – We value solutions that are innovative and seek to showcase Ephrata’s uniqueness by promoting our historical value, our recreational assets and award-winning institutions.

Impactful – Through our work, Mainspring of Ephrata makes an impact in the day to day lives of our business owners, residents and visitors.

GUIDELINES FOR VOLUNTEERING

1. We value reliability and respect for everyone’s time. Before committing, please be realistic about your availability and capacity. It’s far better to say “no” upfront than to overcommit and not follow through. When you sign up, we count on you — your presence impacts the team and the people we serve. Clear, honest commitments help us plan well and ensure everything runs smoothly.
2. Growth doesn’t happen only in the big, visible moments — it’s built in the everyday details. For our volunteers, that means showing the same care and commitment whether you’re greeting guests, tidying up, finishing small tasks, or helping behind the scenes. The quiet, routine work matters just as much as the spotlight moments. When you follow through and give your best, you strengthen our mission and the entire team.
3. We encourage our volunteers to stay flexible and adaptable. As we grow and evolve, plans can shift and needs can change quickly. A willingness to adjust, step into new roles, and respond with a positive attitude helps us serve effectively and keeps our work moving forward. Openness to change is essential to supporting a dynamic and growing organization.