

# Volunteer Application



The Ark encourages the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this application. The information on this form will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you. Thank you for your interest in The Ark Domestic Violence Shelter.

## Personal Information

<b>Full Name:</b>	
<b>Street Address:</b>	
<b>City, State, Zip:</b>	
<b>Contact Phone:</b>	Home: (     )     -     Cell: (     )     -
<b>Email address:</b>	
<b>Date of Birth:</b>	
<b>Birth Name:</b>	
<b>Place of Birth:</b>	
<b>Driver's License #</b>	
<b>Gender:</b>	<b>Male    Female</b>
<b>Race:</b>	<b>Hispanic:    Yes    No</b>
<b>Marital Status:</b>	<b>Married    Single    Divorced    Widowed    Domestic Partnership</b>
<b>Maiden Name:</b>	
<b>Spouse/Partner Name:</b>	

## Release Authorization for Background Investigation

I hereby acknowledge that as a condition of my volunteer application The Ark Domestic Violence Shelter may conduct any or all of the following investigative measures in regard to my application:

- 1) Obtain and review any or all investigative records for the purpose of verifying the accuracy of criminal violation information contained on my application,
- 2) Require me to supply fingerprint samples and/or submit to a criminal history record check to be conducted by an approved Texas law enforcement agency,
- 3) Require me to attend a training program which includes adult training on recognition, disclosure, reporting and prevention of abuse and submit to character, employment, education and reference checks.
- 4) My signature below amounts to authorization of any and all of the above investigative measures set out in items one (1) through three (3) above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Person to Notify in Case of Emergency

Name:	
Street Address:	
City, State, Zip:	
Contact Phone:	Home: (    )    -                      Cell: (    )    -
E-Mail Address:	
Relationship:	

## Employment

*\*You may attach a resume in lieu of this section*

**Current Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Date Started: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Dates Worked: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Dates Worked: \_\_\_\_\_

## Education

**Highest Level Education Completed:** \_\_\_\_\_

**Are you currently a student?** \_\_\_\_\_ **Graduation date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **Volunteer/Internship Required?** \_\_\_\_\_ **How many hours?** \_\_\_\_\_

**Date Hours to be completed by:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Interests

**Tell us which areas you are interested in volunteering: (Check all that apply)**

\_\_\_ Group Facilitator    \_\_\_ Shelter Relief    \_\_\_ Crisis Hotline    \_\_\_ Info Booths/Health Fairs

\_\_\_ Events/Special Projects    \_\_\_ Sorting Donations    \_\_\_ Fundraising

## Skills and Experience

Special training, skills, hobbies \_\_\_\_\_

Groups, clubs, organizational membership's \_\_\_\_\_

Please describe your prior volunteer experience (include organization and dates of service)

---

---

---

---

What experiences have you had that may prepare you to work as a volunteer with The Ark?

---

---

---

Why do you want to volunteer? Or, what do you want to gain from this volunteer experience?

---

---

---

---

## The Ark Volunteer Programs

*Please review the following descriptions of the programs offered by the Ark. There is a separate sheet that you can sign up to help with any of the programs you are interested in.*

### **Intake Office/Shelter Assistance Volunteer**

As an intake office/shelter assistance volunteer you will work with shelter staff to provide emotional support and assist clients with other basic needs. Duties to include but not limited to signing clients in and out of the shelter, providing general needs such as laundry soap and OTC medication, and letting receptionist know which advocate to transfer crisis calls to. Office duties will include making copies, shredding papers, and other tasks assigned by shelter program director.

### **House Mentor Volunteer**

As a house mentor volunteer you will work in either group settings or one on one with clients to provide them with general life skills in a positive and encouraging environment. This program will be tailored by you the volunteer to teach clients skills that you are proficient in. Examples of the types of skills we would like to offer include: cooking and meal planning, budgeting for a family, healthy coping skills, and any other skill that can be taught to clients to help them become self-sufficient.

### **Group Conductor Volunteer**

As a group conductor volunteer you will organize and conduct Ark approved programs for clients, or assist staff in current group settings. Example of the types of groups we would like to offer include: AA/NA groups, Job Skills and Interview Techniques, and Tutoring and GED prep. Or you can assist staff in conducting weekly support group (currently held on Thursdays from 3pm-4pm).

### **Client Activities Volunteer**

As a client activities volunteer you will organize and conduct Ark approved and age appropriate activities for clients. Activities we would like to offer include: game night, movie night, crafts and art therapy, and outings.

### **Donations Volunteer**

As a donation volunteer you will help with sorting donations, organizing storage to make it more assessable for clients, and assist with preparations for garage sales.

### **Fundraising and Events**

As a fundraising and events volunteer you will become involved in any or all of the exciting events the Ark puts on throughout the year. Duties may include but not limited to: setting up, tabling events, registration, clean up, promoting the event and recruiting other volunteers to assist. All fundraisers must be approved by the Arks Board of Directors Fundraising Committee.



Volunteering offers many different opportunities such as “Direct Care” and “Indirect Care”. Direct care is working one on one with clients on the frontline and requires a 10-hour course (5hr classroom/5hr on job training), as well as, a 40-hour course in sexual assault. Both courses are very informative and full of interesting facts on helping domestic violence and sexual assault victims. Indirect care is more backstage such as sorting donations and assisting with events/fundraisers. Both types of care are equally important! Three volunteer levels have been created in order to allow each of you the ability to determine how often and where you are willing to volunteer. Levels One and Two are considered “Indirect Care” and require only an orientation, whereas, level Three is considered “Direct Care” and requires orientation and 50hrs training. What level are you?

## Volunteer Levels

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
*Donations/Admin Office *Indirect Care *Orientation	*Donations/Admin Office *Events/Fundraising *Indirect Care *Orientation	*Donations/Admin Office *Events/Fundraising *Direct Shelter Care *Orientation/50hr Training



Please consider what level of volunteering is best for you. Circle level and return to your Volunteer Coordinator. Be sure to ask any and all questions before committing.

Print Name: \_\_\_\_\_

Good Phone #: \_\_\_\_\_

Circle Level:            One            Two            Three

Thoughts/Concerns:

---



---



---



---



---