

Shelter for Help in Emergency Volunteer Application Form

Personal Information

Date:

Name _____

Address _____

Phone _____ E-Mail _____

Date of Birth _____ Race _____

Sex _____

Best Days of availability:

Monday Tuesday Wednesday Thursday Friday Unsure

Preferred Time: Daytime Evening (5-9) Weekend Holidays

Do you prefer to volunteer: At least once a week Once a month As needed

Employment

Place of employment _____

Address _____

Phone _____ May we call you at work? Yes No

Education

High School College Other _____

Any special training which may be useful as a volunteer _____

Bilingual: Yes No Language(s) _____

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Other

Interest or hobbies _____

Skills (please be specific) _____

Have you ever done volunteer work before? Yes No

What/where/when _____

References:

Please give 3 references. Name, phone, e-mail, and relationship to you

1. _____

2. _____

3. _____

Why are you interested in volunteering at the shelter?

How did you learn about the Shelter for Help in Emergency?

Radio Newspaper Friend Other _____

What are your goals/expectations about volunteering at the Shelter for Help in Emergency? _____

Have you or someone you cared about Experienced Domestic, Dating or Sexual Violence: (Both survivors and non-survivors can make excellent volunteers. The topics covered in training can be difficult for everyone but can be especially challenging for people who have personal experience with violence. If you are a survivor, please inform us in this application so that we can best meet your needs.)

Are there any issues related to domestic, dating or sexual violence that might be difficult for you to deal with during training?

Are there any topics related to domestic, dating or sexual violence that you would like to learn more about during training?

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Code of Ethics for Volunteers

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. I, like them, assume certain responsibilities and expect to account for what I do in terms of what is expected of me.

I understand that any information that is disclosed to me while assisting SHE clients and their families is confidential.

I interpret “volunteer” to mean that I have agreed to work without compensation in money. Having been accepted as a volunteer worker, I expect to do my work according to the standards set forth in the Volunteer Policies and Procedures.

Declaration

I hereby certify that the statements made on this application are true and correct to the best of my knowledge. I understand that by submitting this application I authorize inquiries to be made concerning my employment, character and public records for the purpose of determining my suitability as a volunteer. I affirm that I have read the Volunteer Code of Ethics and agree to abide by its regulations. I agree to respect the confidentiality of any client information I acquire in the course of my volunteer activities with SHE.

Applicant Signature

Date

Shelter for Help in Emergency

Volunteer Opportunities

We appreciate your interest in the work we do and offering to volunteer with our agency. Please check off the type of services you are interested in providing and turn over to back page for an explanation of the volunteer levels and training subjects for each.

Level One Volunteer:

- Special Events**
 - Prepare and plan activities for Domestic Violence Awareness Month in October
 - Help plan Annual 5K *Run for Shelter* in November
 - Organize fundraisers
- Office Administration**
 - Typing/copying/filing
 - Copying and preparing training manuals
 - Assist with large mailings
 - Transporting donations to various places in the community
 - Taking our shredded paper, cardboard, and other items to be recycled at the Recycling Center
 - Organizing the Shelter's Administrative Library
 - Providing staff any extra assistance they may need
- Court Monitoring**
 - Monitoring of court rulings in domestic violence cases

Level Two Volunteer:

- Outreach/Education**
 - Set up displays in the community
 - Help with newsletters
 - Distribute Shelter literature/posters
 - Research on special topics
- Children's Programs**
 - Magic Circle leader
 - Childcare
 - After-school program
 - Pre-school program
 - Special projects/parties
 - TTA: teen peer education

Level Three Volunteer:

- Shelter Manager**
 - Hotline coverage/intake
 - Assist with in-house groups
 - House education group
- Client Services**
 - Assist with gathering and compiling statistics
 - Organize special events for residents
 - Assist with updating of resource files
 - Accompaniment/Transportation for residents to various appointments
 - Donation collecting and sorting
- Court Advocacy**
 - Accompany client to court if necessary
- Pet Safe Program**
 - Often time abusers will harm family pets as a way of intimidating their victims. You can help by providing a safe home environment for the pets of victims of domestic violence while they are in the Shelter working towards a life free from abuse for themselves and their children.

Volunteer opportunities at the shelter require varying levels of training.

Below you will find a brief description of what kind of training you will be receiving and the hours of training involved with each position.

Level One Volunteer, Administrative Support Services: Definitions and Dynamics of Domestic Violence; History, Philosophy and Structure of the agency including policy and procedures; Emergency/Crisis Response to address safety needs; Community Referrals; Code of Ethics/Rules of Conduct; Role of the advocate; Self Care; Confidentiality; Personal Safety and Cultural Sensitivity.

Level Two Volunteer, Support Services: Crisis Intervention/Counseling; Post Traumatic Stress Disorder; Survivor Directed Services; Boundaries; Intersectionality of oppressions and societal impact of violence; Victims rights; Safety Planning; Impact of Domestic Violence on children; History of movement; Recording of data; Action Alliance information; Language of Domestic Violence work; Technology and its impact on victims

Level Three Volunteer, Direct Services - everything outlined in administrative and support services in addition to the following: Working with people with disabilities (mental health, cognitive and/or physical); Working with underserved populations (males, the elderly, children, LGBTQ population, people with disabilities, immigrants, etc); civil and criminal justice systems; advocacy; Risk assessment; Response teams; Medical concerns; Secondary victimization; Suicide Intervention; Record keeping; Domestic Violence laws; Child abuse and neglect laws; Law enforcement response

Shelter Managers: 32 hours

Children's Programs: 32 hours if working in therapy groups, 20 if providing solely childcare services

Outreach and Education: 20 hours

Special Events: 4 hours

Client Services: 20 hours

Court Monitoring: 4 hours

Court Advocacy: 20 hours

Pet Safe Program: Client Contact (32 hours); if no client contact (4 hours)

Office Administration: 4 hours