



## Women's Resource Center - Volunteer Application Form

Date of application: \_\_\_\_\_

Thank you for your interest in a volunteer position with the Women's Resource Center. We would be unable to provide our programs and services to our community without the support of committed volunteers like you! **Please complete this application in full to help us learn more about your skills and interests.** The information you provide will be kept confidential.

Contact Information	
Name	
Birth Date	
Sex/Gender	
Street/Mailing Address	
City, State & Zip Code	
Home Phone	
Cell Phone	
Work Phone	
Email	
Emergency Contact Name & Relationship; ex: Spouse, Parent, Friend, etc,	
Emergency Contact Phone	
Demographic Information	
Race	<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Native American <input type="checkbox"/> Other
Age	<input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65 and older
Income Status	<input type="checkbox"/> \$0-\$10,000/year <input type="checkbox"/> \$10,001-\$20,000/year <input type="checkbox"/> \$20,001-\$30,000/year <input type="checkbox"/> \$30,001-\$50,000/year <input type="checkbox"/> \$50,000+/year
Marital Status	<input type="checkbox"/> Single or Never Married <input type="checkbox"/> Married or Living with Partner <input type="checkbox"/> Marriage or Partnership at Risk <input type="checkbox"/> Separated from Spouse/Partner <div style="float: right; margin-left: 20px;">             _ Divorced              _ Widowed              _ Other           </div>

Employment Status	<input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part Time <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed/Looking for Work <input type="checkbox"/> Unemployed/NOT Looking for Work
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**Volunteer Preference**

The following is a general list of the various volunteer roles available with the WRC. If you would like help in deciding which area is the best fit for your skills and interests, contact Karen Jackson, Volunteer Coordinator. Please note that some volunteer jobs involve intense training and selection criteria. Refer to the detailed description of volunteer roles for additional information.

<p><b><u>Agency Support Roles</u></b></p> <input type="checkbox"/> Receptionist <input type="checkbox"/> General Administrative Support Volunteer <input type="checkbox"/> Resource Information Assistance <input type="checkbox"/> Data Entry <input type="checkbox"/> Speaker's Bureau <input type="checkbox"/> Floor Floater/Greeter <input type="checkbox"/> Community Events Volunteer	<p><b><u>Direct Client Support Roles</u></b></p> <input type="checkbox"/> Community Resource Specialist (age 25+; prefer Associate's or Bachelor's degree) <input type="checkbox"/> Resume Support – assist clients with resumes <input type="checkbox"/> Program Evaluation –phone interviews to determine program successes & assure client's needs are met <input type="checkbox"/> Women To Work Mentor (age 25+; prefer at least a High School Graduate and employed professional) <input type="checkbox"/> Community Workshop Facilitator- topics to include financial literacy, self-esteem, legal information, health & wellness and additional topics of interest to women (prefer Associate's or Bachelor's degree, background in group facilitation, or specialist in field) <input type="checkbox"/> Women To Work Program Facilitator (prefer Associate's or Bachelor's degree and background in group facilitation)
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**Skills and Interests**

Highest Education Level	<input type="checkbox"/> Less than High School <input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Post High School Training <input type="checkbox"/> Associates Degree in (area of study) _____ <input type="checkbox"/> Bachelor's Degree in (area of study) _____ <input type="checkbox"/> Master's Degree in (area of study) _____ <input type="checkbox"/> Ph.D. in (area of study) _____																		
Current Occupation																			
Current Employer																			
Professional Skills																			
Additional Hobbies/Interests																			
Previous Volunteer Experience																			
Preferences	<p>Which of these jobs would you enjoy doing? Please mark all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">_ Organizing information</td> <td style="width: 50%;">_ Typing</td> </tr> <tr> <td>_ Community outreach for special events</td> <td>_ Flyer design</td> </tr> <tr> <td>_ Cleaning and organizing</td> <td>_ Listening</td> </tr> <tr> <td>_ Making or answering phone calls</td> <td>_ Filing</td> </tr> <tr> <td>_ Researching information</td> <td>_ Data entry</td> </tr> <tr> <td>_ Receptionist/greeter</td> <td>_ Library Work</td> </tr> <tr> <td>_ Making deliveries for WRC</td> <td></td> </tr> <tr> <td>_ Picking up brochures/flyers</td> <td></td> </tr> <tr> <td>_ Updating/creating forms on computer</td> <td></td> </tr> </table>	_ Organizing information	_ Typing	_ Community outreach for special events	_ Flyer design	_ Cleaning and organizing	_ Listening	_ Making or answering phone calls	_ Filing	_ Researching information	_ Data entry	_ Receptionist/greeter	_ Library Work	_ Making deliveries for WRC		_ Picking up brochures/flyers		_ Updating/creating forms on computer	
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<b>Motivation</b>	
What brought you to the Women's Resource Center? (Example: school, life transition, etc...)	

<b>Availability</b>	
Please indicate your availability for volunteering (select all that apply) <b>The WRC is open Monday through Thursday, 9am-5pm.</b>	
Time	<input type="checkbox"/> Flexible <input type="checkbox"/> Prefer mornings <input type="checkbox"/> Prefer afternoons <input type="checkbox"/> Prefer evenings (We occasionally need volunteers for evening events out in the community)
Day	<input type="checkbox"/> Flexible <input type="checkbox"/> Mondays <input type="checkbox"/> Tuesdays <input type="checkbox"/> Wednesdays <input type="checkbox"/> Thursdays
Length of Commitment	<input type="checkbox"/> Less than three months <input type="checkbox"/> Three-six months <input type="checkbox"/> Six months-1 year <input type="checkbox"/> Year+
Transportation	Do you have access to transportation you can use for volunteer work (note: you will never be asked to transport clients) <input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance	Do you have automobile insurance providing at least state minimum coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Additional Information</b>	
Do you have any limitations which might affect your ability to perform certain types of work or any additional information you would like to share regarding volunteering with us?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" please explain: _____	
How did you hear about us?	
<input type="checkbox"/> Referred by WRC client <input type="checkbox"/> Through the media <input type="checkbox"/> Referred by WRC volunteer <input type="checkbox"/> Referred by family member/friend <input type="checkbox"/> Referred by The Volunteer Center <input type="checkbox"/> Referred by another agency <input type="checkbox"/> Attended an information session/tour of the agency <input type="checkbox"/> Other: _____	

**Thank you for taking the time to complete this application.**

Please return it to:

Karen Jackson, Volunteer Coordinator at the WRC via...

- Fax: (336) 275-7069
- Email: [Karen@WomensCenterGSO.org](mailto:Karen@WomensCenterGSO.org)
- In Person: 628 Summit Avenue | Greensboro, NC | 27405

## VOLUNTEER OPPORTUNITIES AT THE WOMEN'S RESOURCE CENTER

*Thank you for your interest in our volunteer program! The Women's Resource Center offers many opportunities for volunteer involvement. We rely on our large network of volunteers to support and enhance our programs and services. If you are interested in learning more about our volunteer opportunities, please contact Karen Jackson, Volunteer Coordinator at (336)275-6090 ext. 208 or email [Karen@WomensCenterGSO.org](mailto:Karen@WomensCenterGSO.org)*

### VOLUNTEER ROLES INCLUDE:

#### **Agency Support**

- Receptionist – Answer phones, greet clients, help with client registration, and provide support to walk-in visitors.
- General Administrative Support Volunteer – Provide assistance with general agency administrative tasks including program set-up, office organization, and event preparations.
- Resource Information Assistant – Organize and stock our resource kiosk, ensuring that our clients have access to up-to-date information about community resources.
- IT Assistant – Provide technical support including data entry, minor system repairs, and training.
- Speaker's Bureau – Represent the Center by speaking about our mission, programs, and services at a variety of community events. (Training required)
- Floor Floater/Greeter – Welcome clients to the Center and assist them with their needs.
- Community Events/Outreach Volunteer – Represent the Center by displaying and providing materials at various community events to raise awareness about our services.

#### **Direct Client Support**

- Community Resource Specialist – Work one-on-one with community women to help provide support, encourage problem solving, and offer resource referrals. (35-hour training course required/interested volunteers must meet criteria to participate)
- Resume Support – Assist clients working on resumes with both content and design. (attendance at a Resume Workshop preferred)
- Program Evaluation – Conduct phone interviews with clients to determine program successes and to assure client's need are being met.
- Women To Work Mentor – Support a woman who has completed the Women To Work: Job Strategies for Success Program. Provide weekly support and encouragement on their 12-month Career Goal Plan.
- Community Workshop Facilitators – The WRC is able to offer outstanding educational opportunities to our community thanks to the support of our volunteer facilitators. If you have expertise in an area related to financial, physical, emotional health, self-esteem, self-care or other topics of interest for women, we welcome your workshop proposal! (Proposals are selected based on current client and community needs)
- Women To Work Program Facilitators – The sessions provided in this pre-employment program include: Career Assessments, Resume Writing, Transferrable Skills, Interviewing and Networking. If you have expertise and experience in one or more of these areas, we welcome your noted interest.