

Available Volunteer/Intern Positions:

Volunteers serve the agency in a wide variety of ways including:

Domestic Violence Hotline Worker – Provide crisis intervention, shelter screening, and information/referrals to clients accessing the crisis line. Bilingual (in any language) encouraged.

Children’s Advocate – To provide facilitate playgroups and recreational activities, positive interaction and creative play for children residing in the confidential battered women’s shelter. This program also includes implementing primary prevention programming in local schools and community centers.

Administrative Assistant– Volunteer opportunities for clerical work are abundant and include data input, assisting with general mailings, and assembling packets.

Volunteer Advisory Committee – planning and participating in events such as Domestic Violence Awareness Month special events, holiday programs (Adopt-a-family), and fundraisers. Committee members will also manage the volunteer recognition program and assist with the newsletter

Community Education Team – Assist in educating the community about the issue of domestic violence and how community members can get involved in ending violence in our community

Legal Advocate – Assist clients in filing for a domestic violence protective order, accompanying a survivor to court, works closely with judges in Hampton and Newport News courts. Bilingual in Spanish encouraged

Special Projects/Fundraising & Marketing- Assist the Resource Development Manager in coordinating events that increase Transitions visibility in the community, develop relationships and work with donors to generate funds to support programming.

ADDITIONAL REQUIREMENTS:

Must complete the 32- hour state mandated domestic violence training.

SUPERVISION:

Work under supervision by the volunteer coordinator, or a team leader depending on the program, following established agency policies and procedures. Participate in a cooperative evaluation process.

QUALIFICATIONS: Ability to communicate with compassion and empathy. Volunteers must be patient, nonjudgmental and able to demonstrate sensitivity to the cultural/ethnic diversity of the client base. Must maintain client confidentiality at all times. Please see *Volunteer/Intern Descriptions* for a complete list of qualifications.

Volunteer Training Qualifications

Because of the nature and intensity of the training program, applicants must meet the following minimum qualifications:

- Applicants must have an interest in assisting domestic violence survivors and significant others.
- Applicants must be 18 years of age.
- Sexual assault and domestic violence survivors must be emotionally ready to assist other survivors, be no less than two years past their own assault/abuse experience, and preferably have received some counseling or therapy.
- Applicants must complete a criminal background check.
- Applicants must be able to attend **all** training sessions.
- Volunteer applicants must be able to attend mandatory monthly in-service meetings.
- Volunteer applicants must commit to 6 months of volunteer service
- Volunteer/Intern must be available during shift times listed for positions

Transitions staff reserves the right to refuse enrollment to anyone whom they feel is not suitable to the program.

I have read and understand the qualifications listed above.

Signature

Date

Transitions Volunteer Application

Date: _____

Mr. Miss Mrs. Dr. Name: _____

Address: _____
Street City, State Zip code

Telephone: Home _____ Work _____

Best time to call: _____ Is it all right to call you at work? _____

D.O.B: _____ Last four digits of Social Security #: _____

Driver's License Number: _____

E-Mail Address: _____

Current Employer: _____

Position/Title: _____

Does your company offer matching gifts? Yes No I do not know

How did you hear about Transitions Family Violence Services? (Check all that apply)

- Website Co-worker/Friend School Employee Community Education Event
 Online search (please specify site) _____
 Other (please specify) _____

Interests: What volunteer opportunities interest you the most? (Check all that apply)

- Office Support 24-Hour Hotline Worker Legal Advocacy Special Projects/Fundraising & Marketing
 Children's Program Community Education Team Volunteer Advisory Committee

Availability:

Approximately how many hours would you like to volunteer? ___ hrs/week ___ hrs/month

What days would you like to volunteer? ___ M ___ T ___ W ___ TH ___ F ___ SA ___ SU

What time would you like to volunteer? Morning ___ Afternoon ___ Evening ___

Are you available for the shift times listed for the position you are applying for? Yes No

List any restrictions, which might impact your availability to volunteer (i.e. family, work, or school)

Volunteer Experience:

Please indicate your current or prior volunteer involvement. Include the level of involvement, i.e., board, committee/secretary, taskforce, etc. and dates.

Name of Group/Organization Position Dates

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1.) What motivates you to serve as a volunteer with Transitions Family Violence Services?

2.) Are you fluent in any other languages (besides English)? Please tell us your level of verbal and written proficiency.

3.) Please tell us about other special skills, training, and/or experience that you have to offer as a volunteer with Transitions.

4.) Would you be willing to make a 6-month commitment to Transitions? _____

5.) Will you consent to a background check? _____

6.) Have you ever been convicted of a felony? _____

7.) Could you attend mandatory monthly department meetings? _____

8.) Can you commit to attending a 32-hour Domestic Violence Training Session? _____

9.) Do you have any special needs our agency should be aware of to accommodate your needs?

10.) List five words that describe you: _____

11.) What do you feel are your strengths and weaknesses in doing this work?

What skills do you bring and what concerns do you anticipate?

References

Please list three people who are not related to you and have known you for at least one year.

Name Phone () Relation

Name Phone () Relation

Name Phone () Relation

Authorization:

I authorize Transitions Family Violence Services to have access to my school and employment records to verify any statements contained in this application. In addition I authorize the Commonwealth of Virginia State Patrol to conduct a background investigation. I understand that all information will be treated as confidential by Transitions Family Violence Services.

To the best of my knowledge, the information included in this application is correct.

Thank you for your interest in volunteering with Transitions Family Violence Services. It is the ongoing support and commitment of volunteers that help us To build safe and healthy families on the Virginia peninsula.

Your signature

Date

Please return completed application to:

Transitions Family Violence Services

Attn: Regina Johnson

PO BOX 561

Hampton, Virginia 23669

Or Fax—757-728-1538

rjohnson@transitionsfvs.org

