



VOLUNTEER APPLICATION

Thank you for your interest in volunteering at James House. The first step toward becoming a volunteer is to complete this application. Shortly after we receive your application, we will contact you to schedule an interview date. The purpose of the interview is to learn more about you, discuss our volunteer program, and outline training requirements. The training that is required in order for you to become a James House volunteer involves a great deal of time and energy from both you and the James House staff. Volunteers are a vital part of our workforce. In order to provide quality services to our clients, we are seeking highly motivated, reliable individuals willing to fulfill a one-year commitment. Volunteers are placed throughout the year upon successful completion of the appropriate training. For college students seeking an internship: Interviews are conducted during the 1st three (3) weeks of the semester. Internships are not guaranteed and have additional requirements.

Please return applications electronically to latifah@thejameshouse.org OR mail them to *James House, 6610 Commons Drive Suite C, Prince George, VA 23875.*

Contact Information

Please include your email address if you have one. We communicate and coordinate with our volunteers via email.

First Name _____ Last Name _____

Mailing Address _____ City _____

Zip Code _____ Phone Number _____ (cell, work, home)

Email address: _____

How would you prefer to be contacted? _____ call _____ text _____ email

Person to notify in case of an emergency?

Name _____ Relationship _____

Phone Number _____

Education

Highest Education Level Completed _____

Are you currently enrolled in college? _____ yes _____ no



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If yes, where? _____

What is your declared major? _____

Are you interested in learning about our internships opportunities? _____yes _____no

Experience and Skill Set

Please share with us some of the experience and skills that you gained from your work, life and/or education that you may utilize while volunteering with us.

Volunteer Opportunities

Please select which Volunteer Opportunities interest you.

Level 1 (Training required, 3 hours)

Yes	No	Volunteer Opportunities	Duties
		Administrative Support Specialist	answer telephones, file, data entry, process donations.
		Repair Maintenance Technician	repair and maintenance tasks both interior and exterior.
		Technical Support Specialist	computer support (troubleshooting and problem solving), conduct system maintenance, and remove viruses



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Level 2 (Training required, 19 hours)

Yes	No	Volunteer Opportunities	Duties
		Community Outreach Specialist	assist with community awareness events, health fairs, special events and presentations.

Level 3 (Training required, 32 hours)

Yes	No	Volunteer Opportunities	Duties
		Crisis Hotline Specialist	accept hotline calls and provide peer counseling for people in crisis, arrange emergency shelter as needed.
		Client Services Specialist	assist staff to provide direct services for clients and support group facilitators in providing structure to group processing.
		Accompaniment Specialist	assist clients with navigating the legal system through court accompaniment and companion services to police stations and magistrates offices.

Availability

Our business hours are Monday through Friday from 8:50am to 4:50pm. Many of our volunteer opportunities occur outside of normal business hours. Please share your availability.

Business Hours (M-F/8:50am-4:50pm) Yes No Sometimes, my availability varies

Evening Hours (M-F/after 4:50pm) Yes No Sometimes, my availability varies

Saturdays Yes No Sometimes, my availability varies

Sundays Yes No Sometimes, my availability varies

Holidays Yes No Sometimes, my availability varies



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Comments about availability if any:

How did you hear about us?

Why do you want to volunteer at The James House?

Criminal History

James House conducts criminal background checks on all volunteers. Please complete the following.

Have you been convicted, pleaded “nolo contendere”, or had adjudication withheld for any crime or offense (excluding minor traffic violations)? _____yes _____no

If yes, where? _____City _____State

When? _____

Please explain the circumstances in a separate document and submit with your application.

NOTE: A conviction record will not necessarily exclude you from involvement. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the crime will be taken into consideration. We are unable to accept volunteers who have been convicted of a felony or misdemeanor involving any kind of sexual battery, child abuse or domestic assault, or who have been found liable of any related civil offenses, such as sexual harassment.



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References

Name _____

Telephone Number _____

Relationship _____

Name _____

Telephone Number _____

Relationship _____

Name _____

Telephone Number _____

Relationship _____

James House is an Equal Opportunity/Affirmative Action employer and is a drug-free, smoke-free workplace. People traditionally marginalized in the workplace are strongly encouraged to apply.



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Agreement

By signing below you acknowledge that acceptance of this application does not guarantee acceptance into the volunteer program. Placement is contingent upon:

1. Satisfactory completion of a background check.
2. Satisfactory completion of required training.
3. Willingness to sign and adhere to the Ethical Obligations Agreement and Confidentiality Policy.

To the best of my knowledge, the information provided in my application is true and complete. I understand that any misrepresentations or omissions of facts shall be considered sufficient cause for dismissal.

Signature

Date

Office Use

_____ Date Application Received

_____ Date of Interview

Notes _____



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Volunteer Questionnaire Form

Skills and Interest:

Current Occupation: _____

Work/College Schedule: _____

Interest (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> working with victims | <input type="checkbox"/> Enjoy writing |
| <input type="checkbox"/> Educating Civic Groups | <input type="checkbox"/> Bilingual (English/ _____) |
| <input type="checkbox"/> Community Event Planning | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Counseling Others | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Educating Children | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Working Outdoors | <input type="checkbox"/> Computer Skills |
| <input type="checkbox"/> Working in a Group | <input type="checkbox"/> Research |
| <input type="checkbox"/> Training Others | <input type="checkbox"/> Other: _____ |

Is there a particular group in which you are interested in working with?

Children Teens Adults Other:

Are there any groups in which you would not be interested in working with?

No Yes