



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.

Applications may be returned electronically to jennyfer@thejameshouse.org or via mail to 6610 Commons Dr Ste 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	_____	Mailing	_____
Last Name	_____	Address	_____
Nickname	_____	City	_____ Zip Code _____
Telephone	Type _____ <i>Cell Home Work</i>	Email	_____
Number	_____	Address	_____
How would you prefer to be contacted?		<i>Call Text Email</i>	

Person to Notify in Case of Emergency

Name	_____	Telephone	_____
Relationship	_____	Number	Type _____ <i>Cell Home Work</i>

Education

Highest education level completed	_____
Are you currently enrolled in college?	Yes _____ No _____
If yes, where?	_____
What is your declared major?	_____
Are you interested in learning about our internship opportunities?	Yes _____ No _____



Experience and Skill Set

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

Volunteer Opportunities

Please identify which volunteer opportunities interest you.

Level I		<i>Training Required, 3 Hours</i>	
Yes	No	Administrative Support Specialist	answer telephones, file, data entry, process donations
Yes	No	Repair Maintenance Technician	repair and maintenance tasks both interior and exterior
Yes	No	Technical Support Specialist	computer support (troubleshooting and problem solving), conduct system maintenance, and remove viruses
Level II		<i>Training Required, 19 Hours</i>	
Yes	No	Community Outreach Specialist	assist with community awareness events, health fairs, presentations and special events
Level III		<i>Training Required, 32 Hours</i>	
Yes	No	Crisis Hotline Specialist	accept hotline calls and provide peer counseling for people in crisis, arrange emergency shelter as needed
Yes	No	Client Services Specialist	assist staff to provide direct services for clients and support group facilitators in providing structure to group processing
Yes	No	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 Thursday from 9am to 5pm. Many of our volunteer opportunities occur outside of normal business hours. Please share your availability.

Business Hours (M-Th /9am-5pm)	Yes	No	Sometimes, my availability varies
Evening Hours (M-Th /after 5pm)	Yes	No	Sometimes, my availability varies
Fridays	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

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.

References

Name _____



Relationship	_____	Telephone Number	_____
Name	_____	Telephone Number	_____
Relationship	_____	Telephone Number	_____
Name	_____	Telephone Number	_____
Relationship	_____	Telephone Number	_____

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.

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	NOTES	_____
_____	Date of Interview		_____

