



SafeHaven of Tarrant County Volunteer Application

INSTRUCTIONS:
Please return to Courtney Scull, Community Coordinator
Email: cscull@safehavenc.org
Fax: 817-510-0239
1100 Hemphill Street, Suite 303, Fort Worth, TX 76104

ABOUT

SafeHaven provides holistic services to women and children escaping domestic violence. Our extensive volunteer program enables you to build applicable skills related to administration, helping professions, and advocacy. It is an opportunity to receive training from highly knowledgeable and experienced staff. As a 501(C)3, we are a secular organization.

VOLUNTEER BENEFITS

- Rewarding experience making a difference in the community by helping the organization and survivors directly and/or indirectly.
- Weekend and evening availability.
- Resume building experiences through professional experience.
- Recommendations and professional reference from staff for future career opportunities based on your performance.
- Opportunity to bring awareness to the issue of domestic violence.

<p style="text-align: center;">ADMINISTRATIVE**</p> <hr/> <p>Description: Organize & coordinate donations, assisting with data entry, answer phones, filing, copying and supporting our fundraising/development team.</p> <p>Qualification: Ability to listen without judgment, willingness to work independently, reliable, uphold confidentiality and task management.</p>	<p style="text-align: center;">SPECIAL EVENTS*</p> <hr/> <p>Description: Do you want to help us with special projects and fundraising events? Roles are not limited to, but include, day of event set up and operations.</p> <p>Qualification: Willingness to work hard and be flexible as event logistics and plans can change quickly! Must be reliable and have the ability to work with donors and event participants, have a positive attitude and task management.</p>	<p style="text-align: center;">CHILDREN'S ADVOCATE**</p> <hr/> <p>Description: Provide care and support for children in the shelters and implement age appropriate activities.</p> <p>Qualification: Must enjoy working with children and have understanding of how trauma presents itself in children.</p>
<p style="text-align: center;">RESALE STORE*</p> <hr/> <p>Description: Assist staff by sorting, sizing and pricing donations, greeting donors, monitoring the store and occasional special projects.</p> <p>Qualification: Must be flexible, have good customer service skills, be able to work with all types of people with a positive attitude. Volunteers must be able to lift up to 25 lbs.</p>	<p style="text-align: center;">EMERGENCY SHELTER**</p> <hr/> <p>Description: Assist residents in the shelter with immediate needs, and assist shelter residents with basic care needs and case management appointments.</p> <p>Qualification: Ability to listen without judgment, willingness to work independently, be able to work with all types of people with a positive attitude, uphold confidentiality and have understanding of how trauma presents itself.</p>	<p style="text-align: center;">FUN GROUP*</p> <hr/> <p>Description: A monthly support group for women and children that are out of shelter. Volunteers will provide support and facilitate activities with the children.</p> <p>Qualification: Help set up food and the ability to work with children of various ages.</p>

All volunteer opportunities dependent on availability

* Requires attendance at volunteer orientation

** Requires 6 month time commitment and attendance at volunteer orientation

KEY	
	INDIRECT CLIENT SERVICES
	DIRECT CLIENT SERVICES



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Personal Information

Title	First Name	Last Name
Previous names used/Maiden name		
Current Address		
City	State	Zip Code
Date of Birth	Phone	Alt. Phone
Email		

Volunteer Background

Professional Title	
Employer/School	City
Highest Level of Education Completed	
Previous volunteer experience	

Volunteer Qualification

Are you a survivor of domestic violence?	YES	NO
If YES, within the last 5 years?	YES	NO
Are you now or have you ever been a client of SafeHaven?	YES	NO
Fulfilling academic credit/hours needed _____	Due Date _____	
Court-ordered Community Service/hours needed _____	Due Date _____	

Interests and Availability

Why are you passionate about volunteering with domestic violence survivors?

What position(s) are you particularly interested in? Why? (Please reference pg. 1 and note, positions depend on availability)

What is your availability?

	M	T	W	Th	F	S	Su
AM							
PM							

What is your location preference? Fort Worth Arlington Either

Initial _____ I understand SafeHaven reserves the right to terminate volunteer status due to non-compliance and that I am responsible for my own well-being and self care in order to best help others.

Administration Purposes:
Date Received _____ Background Check _____
Interview Date _____ Orientation Date _____

VOLUNTEER AGREEMENT

I, _____, agree to serve as a volunteer for SafeHaven of Tarrant County and commit to the following:

1. To attend a required volunteer interview and orientation prior to beginning as a volunteer. I also agree to attend additional trainings as necessary for the volunteer position where I am placed.
2. To serve a minimum of 6 months (may not apply to Community Engagement and Resale Shop volunteers).
3. To perform my volunteer duties to the best of my ability.
4. To adhere to agency rules and procedures, including record keeping requirements and maintaining the confidentiality of the shelter location and staff, agency and client information.
5. To meet my agreed upon time and duty commitment, or to provide 24 hour notice to the Community Coordinator and direct supervisor so that alternative arrangements can be made.
6. To act, at all times, as a member of the team responsible for accomplishing the mission of the agency and to remain non-judgmental in dealing with others and to promote client self-determination.
7. To communicate with the Community Coordinator any change in the status of my volunteer commitment.

SafeHaven of Tarrant County commits to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To provide support, supervision and any necessary evaluations to the volunteer.
3. To promptly discuss any problems, questions, or comments that may arise.
4. To inform volunteers of any changing policy that may affect their work area.

I hereby authorize SafeHaven to release information concerning my dates of service and performance to future employers and/or other agencies where I may seek volunteer placement.

Applicant Signature

Date

BACKGROUND RELEASE FORM

In connection with my application for a volunteer position, I hereby authorize SafeHaven of Tarrant County and/or its subsidiaries, to perform a criminal background check(s) from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA").

I hereby authorize, without reservation, any party or agency contacted by this volunteer placement to furnish the below-mentioned information. I have the right to make a request of the CRA or ICRA, upon proper identification and the payment of authorized fees, for the information in its files on me. I further authorize ongoing procurement of the above-mentioned reports at any time during my volunteer placement.

I hereby consent to your obtaining the information from the CRA, ICRA and/or any of their licensed agents. I understand to aid in the proper identification of my file or records the following information, as well as other information is necessary.

Last Name _____ First Name _____ Middle _____

Address _____

City/State/Zip _____ Phone _____

Driver's License # _____ Driver's License State _____

Date of Birth _____ Gender _____

Former Names _____

Please list any former cities outside of the Tarrant County area in which you have lived or worked in the past 5 years

Applicant Signature

Date