



# SafeHaven of Tarrant County Volunteer Application

INSTRUCTIONS:  
Please return to Courtney Scull, Volunteer Manager  
Email: [cscull@safehavenc.org](mailto: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;"><b>ADMINISTRATIVE**</b></p> <hr/> <p>Description: Organize &amp; 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;"><b>SPECIAL EVENTS*</b></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;"><b>RESALE STORE*</b></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;"><b>CHILDREN'S ADVOCATE**</b></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;"><b>EMERGENCY SHELTER**</b></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;"><b>CREW (Men's Auxiliary)</b></p> <hr/> <p>Description: CREW (Compassion, Respect and Empathy for Women), is dedicated to creating a culture where domestic violence is not accepted. Members of CREW can assist in a variety of ways including grilling burgers at shelter and mentoring children in SafeHaven's programs. CREW provides the vehicle for men to get more involved in the mission to help SafeHaven end domestic violence.</p> <p>Qualification: Ability to listen without judgment and enjoy working with kids.</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 20 hours over 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