



Supporting Parents. Nurturing Children.

FOR OFFICE USE ONLY
 Date Interviewed: ____ / ____ / ____
 Orientation Date: ____ / ____ / ____
 Program Assignment/Starting Date:
 ____ / ____ / ____

VOLUNTEER APPLICATION

Date: _____ Name: _____
 Address: _____
 Phone: _____ Email: _____
 Current Employer: _____ Title/Position: _____
 Reference #1: _____ Relationship: _____
 Phone: _____ Email: _____
 Reference #2: _____ Relationship: _____
 Phone: _____ Email: _____
 Education: _____ Languages spoken: _____
 Specific skills/training/talents: _____

Availability: Start Date: _____ Hours per week: _____ Hours per month: _____

- Why would you like to volunteer with us? _____

- Anything you hope to learn? _____

How would you like to be contacted about volunteer opportunities?

Phone Email Text (Cell _____) Twitter (ID _____)

Volunteer Positions Available (check all that interest you):

*** Detailed descriptions for volunteer positions are available on the back of this sheet. ***

- | | |
|--|---|
| <input type="checkbox"/> Development Assistant | <input type="checkbox"/> Sustainable Gardening Project |
| <input type="checkbox"/> Child Assault Prevention Program Workshop Presenter (seasonal: September-June) | <input type="checkbox"/> Home Visitation |
| <input type="checkbox"/> Bookkeeping Assistant | <input type="checkbox"/> Talent Management Program Assistant |
| <input type="checkbox"/> Volunteer Income Tax Assistant (seasonal: January-April) | <input type="checkbox"/> Committee member |
| | <input type="checkbox"/> On-Call volunteer (for done-in-a-day projects, events, childcare) |

Send completed application to: Aimee Inglis, Talent Management Coordinator, 1340 Fourth Street Napa, CA 94559 or fax to 707-256-3175. Call 707-252-1123 x104 or email ainglis@copefamilycenter.org with any questions.

Development Assistant: Manage donor and volunteer acknowledgement. Assist Development Team with annual solicitations. Assist with donor correspondence by making follow up calls to donors and sponsors. Maintain information center and oversee outreach material distribution. **Length:** 3 months minimum. **Time/week:** 2 hours per week. **Qualifications:** Administrative experience. Familiar with Microsoft Office, Excel, Publisher and donor management software. Experience in event planning and staffing. Strong commitment to children, building healthy, self-sufficient families and preventing child abuse and neglect.

Child Assault Prevention Program Workshop Presenter: Provide elementary school children tips, tools and strategies for handling a bully confrontation, preventing stranger abductions and safe and unsafe touches from relatives or strangers. Schedule workshops, learn script, present to children in an age appropriate format. Report suspected cases of child abuse. **Length:** September to May **Time/week:** Up to two days per week, 6 hours per day. **Qualifications:** Ability to speak & interact with up to 30 children. Must have Mandated Child Abuse Reporter training—provided free of charge. Pass background check.

Bookkeeping Assistant: Accounts Payable and Accounts Receivable. Filing of accounting materials, Prepare mailings, Assist Office Systems Coordinator as needed. **Length:** Flexible – Minimum of 6 months. **Time/week:** Flexible – this position requires 5-10 hours per week. **Qualifications:** Ability to read, write and understand basic accounting and arithmetic principles. Detail oriented with strong written and verbal communication skills. Two to three years accounting experience desired. Working knowledge of Quickbooks and Microsoft Excel is helpful.

Volunteer Income Tax Assistance (VITA) Clinic Volunteer: Screen clients, prepare & explain returns, share other resource and referral information. Ensure that surveys and intakes are completed. Assist with peer to peer quality review of returns. **Length:** Approximately 11 weeks, February - April. Training starts in January. **Time/week:** Flexible depending on clinic dates and schedules. Usually a choice of Saturday (4 hours), weekday day or evening. Minimum of two hours per week during the season. **Qualifications:** Excellent communication skills, patience and attention to detail. Basic computer skills. Must pass Volunteer Income Tax Assistance basic test. Signed confidentiality agreement.

Sustainable Gardening Project: We envision an urban garden including a vegetable garden, fruit trees, native and drought resistant plants, and a compost area. We will need volunteers to help us transition the garden starting in Summer 2010, planting in Fall 2010 and afterwards our volunteer needs would involve ongoing maintenance and holding educational sessions with the community.

Home Visitation: Provide support, education and advocacy for parents with children. Home Visitors serve as a skill coach and role model for parents in the areas of home management, discipline, safety, substance abuse, financial literacy, developing support systems and connecting with community resources. **Length:** 6 months minimum. **Time/week:** At least 2 hours per week per family assigned. **Qualifications:** Strong background in child development, substance abuse, domestic violence and family dynamics. Strong problem solving and interpersonal skills. CA driver's license and must pass background check.

Talent Management Program Assistant: Assist in mobilizing resources in the community to help Cope Family Center achieve its mission, through the recruitment and retention of skilled volunteers. **Length:** 3 months minimum. **Time commitment:** About 3 hours per week. **Qualifications:** Attention to detail, friendly and easy-going demeanor in person and over the phone, comfortable speaking with people both individually and in groups, strong administrative and organizational skills. Experience working with volunteers, human resources, or community organizing/outreach desired.

Committees: Recruiting for Development, Public Relations, and Napa River Rock & Stroll Planning Committees. Descriptions available at: www.copefamilycenter.org/volunteeropportunities.html