



VOLUNTEER APPLICATION FORM

Name _____ Date _____

Address _____

Home phone _____ Work phone _____

Name/ phone # of person to call in case of emergency _____

Please answer the following questions in the space provided:

1. Have you done volunteer work at another nonprofit? If so, where was it, and what type of work did you do? _____

2. What kind of work would you like to do at Hispanic UMADAOP? _____

3. Please list your hobbies or outside interests: _____

4. Why do you want to volunteer at Hispanic UMADAOP? _____

5. Please list the names and phone numbers of three references:

1) _____

2) _____

3) _____

6. Are you available to volunteer on weekends or evenings? _____

Signature _____ Date _____

Volunteer Position Description

VOLUNTEER CATEGORY: HUMADAOP Volunteer

COMMITMENT TIME: Minimum of six-month commitment with one to four hours contact per week.

AREAS OF INVOLVEMENT: Commitment to developing supportive relationship with HUMADAOP staff.

QUALIFICATIONS:

- ◆ Sincere desire to assist HUMADAOP staff with his/her daily duties.
- ◆ Ability to communicate with HUMADAOP staff openly and nonjudgmental.
- ◆ Strong listening skills; ability to establish relationship based on equal responsibility and respect.
- ◆ Interest in needs and concerns of HUMADAOP staff.
- ◆ Practical problem-solving skills and ability to suggest options and alternatives.
- ◆ Sensitivity to persons of different educational, economic, cultural, or racial backgrounds.

RESPONSIBILITIES:

- ◆ Make a minimum six-month commitment to developing and maintaining a relationship with HUMADAOP.
- ◆ If needed, attend orientation and/or training sessions before volunteering at HUMADAOP.
- ◆ Meet with HUMADAOP staff on a regular basis to establish assignments/duties and to support HUMADAOP staff in their goals/objectives.
- ◆ Maintain information as requested by HUMADAOP staff.

PREFERRED QUALIFICATIONS:

- ◆ Fluency in speaking and writing English/Spanish.
- ◆ Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- ◆ Organizational skills and ability to multi-task.
- ◆ Computer skills including knowledge of Microsoft software programs (Word, Excel, and PowerPoint).
- ◆ Reliable transportation.

VOLUNTEER ACKNOWLEDGEMENT:

- ◆ I acknowledge that I have received a copy of this volunteer position description and understand that it is my responsibility to read and understand it. I understand that this volunteer position description will be used as a tool to evaluate my performance of my duties as a volunteer. I understand that I will receive a semi-annual evaluation from the Program Director.

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date