February 10, 2020

Dear Potential Volunteer:

Thank you for the interest you have expressed in Empower Yolo and our volunteer training program. Our Spring 2020 Peer Counselor Training is held on Mondays and Thursdays from 5:30pm-10:00pm, and Saturdays from 9am-5pm. Training dates are as follows: April 13, 16, 20, 23, 25, 27, 30, May 2, 4, 7, 9, 11, 14, 16, 18. Dates and times subject to change. Training will be held at Empower Yolo's Conference Room located at our main business office: 175 Walnut Street, Woodland, CA, 95695. ALL TRAINING DATES ARE MANDATORY.

Application Process Submit your completed application and resume to the Volunteer & Community Education Coordinator (VCEC) at gaby@empoweryolo.org or turn in a hard-copy to our main business office. If your application is accepted, we will invite you to an interview. Invitation to the training program will only be issued after a successful interview and reference check. Please note that space is limited and spots are not guaranteed, applications are due Thursday April 2nd at 11:59pm.

Minimum Volunteer Expectations:

• At least One-Year Internship; students must commit to at least 6 months (however hour load will thus be increased to make up for lost time)
• Volunteer on a consistent weekly basis (~4hrs/week or ~190hrs/year) unless alternative schedule discussed and approved by VCEC
• Maintain on-going education hours (~12hrs total per year)
• Attend monthly volunteer meetings (~2hrs/month)
• All changes in shift schedules or internship departments must be discussed and reported to Volunteer & Community Education Coordinator
• Provide at least two weeks notice when requesting time off.
• Mandatory completion of Monthly volunteer timesheets
• Must complete a MOU/ Memorandum of Understanding contract, and a 3mo, 6mo, and 1-year Internship Evaluation with VCEC
• Volunteer Name badges must always be worn, on or off main site at all times

Training Fee There is a $300 professional development fee for those who take the course and do not plan to volunteer with Empower Yolo. For volunteers, there is a $50 fee to cover the cost of materials, plus a $250
deposit for the training. Deposits will not be cashed as long as volunteer program requirements are completed. However, if failure to complete requirements, deposit will be cashed. If this is a financial hardship, arrangements can be made. Volunteers requesting a fee waiver will still be required to give a deposit of $300 – again this deposit will ONLY be cashed if the volunteer fails to complete training or does not follow through on their volunteer requirements.

Sincerely,
Gaby Guzman
Volunteer and Community Education Coordinator

Agency Description

MISSION STATEMENT: To promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:
   a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families persons affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;

   b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and

   c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

Sexual Assault and Domestic Violence Counselor Training Qualifications
Because of the nature and intensity of the training program, applicants must meet the following minimum qualification.

Applicants must be able to check ALL of the following:

• Applicants must be 18 years of age.
• Applicants must be able to attend all training sessions.
• Applicants must complete a FBI/DOJ criminal background check.
• Volunteer applicants must be able to attend mandatory monthly volunteer meetings and maintain their yearly on-going education hours.
• Volunteer applicants must commit to 12 months of volunteer service or 190 hours, unless training is taken for professional development.
• Applicants must have an interest in assisting sexual assault, domestic violence, human trafficking survivors and their significant others, and also other victims of violent crimes.
• Sexual assault and domestic violence counselors must be emotionally ready to assist other survivors.
• Past or present perpetrators of sexual, domestic violence, child abuse and/or human trafficking are not eligible to participate in the Peer Counselor Training.

Sexual Assault and Domestic Violence Counselor Description

VOLUNTEER OPPORTUNITIES & JOB DESCRIPTIONS

Volunteers serve the agency in a wide variety of ways as Peer Counselors including:

Telephone Hotline – Provide peer counseling, crisis intervention, shelter screening, and information/referrals to clients accessing the crisis line. Bilingual (in any language) encouraged.

- With all other volunteer positions that require Peer Counselor Training, there must be a minimum of 8 hours fulfilled on hotline PRIOR to starting the other internships-

Youth Education/Prevention – Assist our prevention education team with one-time presentations, gender-specific groups, and other community presentations throughout Yolo County. Topics of discussion will focus on systems of violence such as but not limited to: gendered violence against women and marginalized communities, racial violence, environmental violence etc.

Children’s Program Volunteer – Facilitate playgroups and recreational activities, positive interaction and creative play for children residing in the confidential safehouse for individuals escaping domestic violence, sexual assault or human trafficking. This program may include assistance with sorting children’s items at the shelter, crisis intervention and follow ups, and painting murals in public areas used by children-clients.

Volunteer and Community Education Coordinator Assistant– Assist Volunteer & Community Education Coordinator with educational filing, organizing volunteer workspace, inputting crisis line calls into Osnium software system and reviewing documents for completeness. Additional opportunities to assist VCEC with Peer Counselor Training Programs and community presentations are available.

Grants Manager and HR Manager Assistant– Aide Grants manager with Financial Filing, creating grant files, reviewing financial information and learn about business and account financial management, non-profit grant management, and gain general clerical experience applicable to accounting for profit or non-profit based agencies.

- Interns must expect slow progression, and slow-long term coaching in terms of HR & Grants manager basics due to managers busy schedules. The more knowledge interns have on front desk/filing/organizing basics, the faster interns will be able to assist managers in bigger projects.~

*Social Media/Marketing intern*- The Social Media/Marketing internship will assist the Director of Development & Community Relations and the Volunteer Coordinator with promotion/awareness projects, as well as social media platforms to help improve Empower Yolo’s visibility to the online community. This internship will offer interns experience in marketing for nonprofit organizations and the opportunity to learn the basic tools of marketing.

- PCT not required, however 4 hours of study on DV/SA will be required~
Resource Center Volunteer (Only at our Davis Site: 441 D St. Davis, CA) - helping maintaining the overall function of the Davis office site including but not limited to Wednesdays of the month, organizing clothing closet, client navigation, resources and referrals, and peer counseling.

Community Outreach Intern – Staff information tables at community health fairs, farmer’s markets, special college events, and other events throughout Yolo County. Provide peer counseling as needed to local participants.

Latina Outreach Advocate – Provide presentations, outreach activities and/or peer-counseling to bilingual and monolingual Spanish-speaking clients.

Russian Outreach Advocate – Provide presentations, outreach activities and/or peer-counseling to bilingual and monolingual Russian-speaking clients.

Asian Pacific Islander Outreach Advocate – Provide presentations, outreach activities and/or peer counseling to the Asian and Pacific Islander communities including faith-based organizations, outreach events, and more.

Legal Advocacy/Accompaniment – Assist clients in filing for a domestic violence restraining order, accompany a survivor to court, work closely with judges in Yolo County. Volunteers must have at least 3-6 months experience on the crisis line prior to working in the Legal Department.

Administrative Volunteer – Volunteer opportunities for clerical work are abundant and include data input, assisting with general mailings, and assembling packets.

*Special Events Volunteer* – Plan and participate in events such as Sexual Assault Awareness Month and Domestic Violence Awareness Month events.

^^DV Support Group facilitator- Facilitate discussions on DV with survivors as a way of intervention and for healing. Must first have experience on crisis line and then be interviewed by Support Group Staff.

*This position does not require the Peer Counselor Certification.

^^ The following volunteer positions that require accumulated crisis line hours, commitment and knowledge in DV/SA topics as well as approval from the director.

Volunteers have no limit to number of programs they can participate in within our agency, however time, effort and commitment must be shown to enter certain programs.

**ADDITIONAL REQUIREMENTS** Must obtain a Sexual Assault and Domestic Violence Crisis Counselor Certificate by attending a minimum of 72.75 hours of comprehensive training on all aspects of rape, sexual assault, child sexual abuse, domestic violence, effects on children, crisis intervention, resource and referral counseling, hotline response, hospital, law enforcement and court procedures in accordance with California Penal Code 13835.10. This training meets the standards set forth in the Welfare and Institutions Code Section.
18294 and Penal Code 13837 through curriculum approved by the California Office of Emergency Services (CalOES) offered by Empower Yolo.

**SUPERVISION:** Work under supervision, by the Volunteer & Community Education Coordinator, following established agency policies and procedures. Participate in a cooperative evaluation process.

**QUALIFICATIONS** Ability to communicate with compassion and empathy. Volunteers must be patient, nonjudgmental and able to demonstrate sensitivity to the cultural/ethnic diversity of the client base. Must maintain client confidentiality at all times. Please see Sexual Assault and Domestic Violence Counselor Training Qualifications for a complete list of qualifications.

I have read and understand the qualifications and requirements listed above.

________________________   ______________________
Volunteer Signature          Date
Volunteer Application

Full (Preferred) Name: _______________________________ Over 18: _____________

Preferred Gender Pronouns (if any): __________________________________________

Address: _________________________ City: _______ State: _______ Zip: ___________

Primary Phone: ________________ Secondary Phone: __________________________

Primary Email Address: ________________ Occupation: ______________________

If you are a student, please list your year and expected graduation date: ___________

Ethnicity: (Grant Purposes Only): ____________________

Languages Spoken: (Besides English with Written & Verbal Proficiency):
_________________________________________________________________________________

How did you hear about Empower Yolo?
_________________________________________________________________________________

Emergency Contact One:

__________________________________________________________

Full (Preferred) Name, Relation, Phone Number

Best days & times to contact you: __________________________________________

Preferred method of contact: __________________________________________

Times of availability (for interview purposes, please prepare to be interviewed within the same week or the following week upon submitting application):

☐ Mondays, 12-2pm ☐ Thursdays, 12-2pm
☐ Tuesdays, 12-2pm ☐ Fridays, 12-2pm
☐ Wednesdays, 12-2pm Other: ____________________
The following questions are part of the screening process for all volunteer applicants. These questions may also help you to determine if Empower Yolo will afford you the type of volunteer opportunity you are seeking. **Please attach your resume to this application.**

1. Please tell us how you became interested in volunteering for Empower Yolo.

2. Please tell us about your experiences working with individuals of different cultures, ethnic backgrounds, religion, sexual orientation, and/or lifestyles.

3. Please tell us about any (formal/informal) experiences you have had engaging in peer counseling.

4. What is your experience with domestic violence, human trafficking and/or sexual assault, if any?

5. Tell us about a challenging situation and how you dealt with it.

6. Have you ever been arrested or convicted of a felony or any other crime(s)? If yes, please explain.

7. Please tell us about other special skills, training, and/or experience that you have to offer as a volunteer for the agency.

8. List 5 words that best describe you.

9. What do you feel are your strengths in doing this work? And weaknesses?
10. What skills do you bring and what are your expectations of the training?

11. Questions, comments, and/or any requests for special accommodations due to an illness, disability, or cultural/religious reasons that the Volunteer Coordinator should be aware of.

12. Please attach a copy of your most current resume.

13. In which areas are you best suited for and/or most interested to volunteer? (Check all that apply)
   - 24/7 Crisis Hotline
   - Asian Pacific Islander Outreach Advocate
   - Children’s Program
   - Community Information Table
   - Latina Outreach Advocate
   - Russian Outreach Advocate
   - Youth Ed./Prevention
   - Special Events/Programs
   - Legal Advocacy
   - Administrative
   - Social media/marketing
   - Volunteer Coordinator assistant
   - Grants manager assistant
   - DV support group Facilitator
   - Other, Please explain:

If accepted (circle one)…

YES NO Are you able to attend all of the training dates?

YES NO Will you consent to a fingerprint DOJ/FBI background check?

YES NO Will you be able to make at least a 12-month commitment in our volunteer program? (If no, please write a check of $300 and submit it on the first day of training.)

YES NO Will you commit to attending monthly volunteer meetings?

YES NO Will you commit to maintaining your yearly on-going education hours? (12 hrs/year)

YES NO Will you commit to a drug-free workplace?

YES NO Are you going to request financial assistance to cover the cost of materials? ($60)
References

Please list three people who are not related to you and have known you for at least one year. They may include: one peer, one professional colleague or supervisor, or one professional staff/educator.

Reference Name One: ______________________ Phone: ________________________________

Email Address: ______________________ Relation: ________________________________

Reference Name Two: ______________________ Phone: ________________________________

Email Address: ______________________ Relation: ________________________________

Reference Name Three: ______________________ Phone: ________________________________

Email Address: ______________________ Relation: ________________________________

I, the Applicant, certify all information is true and correct to the best of my knowledge. I understand that completing an application does not guarantee me an interview, invitation to the training program and/or a volunteer position at Empower Yolo. Empower Yolo staff reserves the right to refuse and terminate enrollment to anyone whom they feel is not suitable or no longer suitable to the peer counselor training and/or volunteer program.

________________________________________ __________________________________________
Volunteer Name Volunteer Signature Date

Thank you again for your interest in volunteering with Empower Yolo. It is the dedication of our volunteers which safeguards and furthers our mission of providing hope and ending violence in our community. We look forward to reviewing your completed application.