

August 30, 2019

Dear Potential Volunteer:

Thank you for the interest you have expressed in Empower Yolo and our volunteer training program. Our Fall 2019 Peer Counselor Training is held on Mondays, Tuesdays, and Wednesdays from 5:30pm-10:00pm, with the exception of one Saturday class from 9am-5pm. Training dates are as follows: October 15, 16, 21, 22, 23, 28, 29, 30, November 4, 5, 6, 12, 13, 16, 18, 19, 20. **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, October 10th, 2019.**

Minimum Volunteer Expectations

- At least One-Year Internship:
- Maintain on-going education hours (**~12hrs total per year: 3 hours of Humans relations training, 4 hours of documentaries/books/articles, 5 hours of external conferences/webinars**)
- Volunteer on consistent weekly basis (**~4hrs/week or ~190hrs/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
- Required to Notify VCEC weekly on shift attendance for upcoming week. **VCEC must always have volunteers location site, department, and time of shifts at any time**
- Mandatory completion of Monthly volunteer timesheets.
- Must complete a 3mo, 6mo, and 1 year Internship Evaluation with VCEC

Training Fee There is a \$110 professional development fee for those who take the course and do not plan to volunteer with Empower Yolo. For volunteers, there is a **\$60 fee** to cover the cost of materials, plus a \$50 deposit for the training. If this is a financial hardship, arrangements can be made. Volunteers requesting a fee waiver will still be required to give a deposit of \$110 - this deposit will be cashed if the volunteers fails to complete training or does not follow through on their 4-hour a week commitment.

Sincerely,

Gaby Guzman

Volunteer & Community Education Coordinator

Volunteer Signature

Date

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**, 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 or physical abuse and/or any violent crime 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:



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

Youth Education/Prevention – Assist our prevention education team with one-time presentations, gender-specific groups, and other community presentations throughout Yolo County.

Children's Program Volunteer – Facilitate playgroups and recreational activities, positive interaction and creative play for children residing in the confidential battered women's shelter. This program may include assistance with sorting children's items at the shelter, crisis intervention and follow ups, soliciting material donations for children-clients, 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 designation sites, inputting Crisis line calls into Osnum online System and reviewing documents for completeness. In addition with opportunity to assist VCEC with Peer Counselor Training Programs and community presentations.

Grants 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.

Resource Center Volunteer (*Only at our Davis Site: 441 D St. Davis, CA*)- helping the Early Learning Assistant with food distribution on 2nd and 4th Wednesdays of the month, organizing clothing closet, and maintaining the overall function of the Davis office site.

Community Outreach –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.

Marriage and Family Therapist Intern/Associate Social Worker – Provide therapeutic interventions and case management; Masters level or postgraduate students only. Clinical supervision is available.



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***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.

**This position does not require the Peer Counselor Certification.*

Volunteers have no limit to # of internships they can participate in within our agency.

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 listed above.

Volunteer Signature

Date

Volunteer Application

Full (Preferred) Name: _____ DOB: _____

Preferred Gender Pronouns (if any): _____ Gender: _____

Address: _____

City: _____ State: _____ Zip: _____



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Primary Phone: () Secondary Phone: () 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? Friend or Family: Social Media: _____

Community or School Listserv: _____

On-Campus or Public Space Ad: _____

Check box if you are interested in being contacted to help at our special events.

Emergency Contact One: _____

Full (Preferred) Name, Relation, Phone Number

Emergency Contact Two: _____

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 Tuesdays, 12-2pm

Wednesdays, 12-2pm Thursdays, 12- 2pm Fridays, 12-2pm Other: _____

The following questions are state mandated as 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.**



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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 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.

In which areas are you best suited for and/or most interested to volunteer? (Check all that apply)

24/7 Crisis Hotline

Youth

Education/Prevention

Children's Program

Community Information Table

Latina Outreach Advocate

Russian Outreach Advocate

Asian Pacific Islander Outreach Advocate

Legal Advocacy/Accompaniment

Marriage and Family Therapist

Intern/Associate Social Worker

Administrative

Special Events/Programs

Other, Please

explain: _____

If accepted...

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 to our
volunteer program? If no, please write a check of \$110 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 hours/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: ()



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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 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.