

2/8/2023

Dear Applicant:

Thank you for the interest you have expressed in Empower Yolo and our volunteer training program. Our Spring 2023 Peer Counselor Training (PCT) will be a hybrid training model with virtual and in-person presentations, as well as weekly asynchronous assignments. The training will be virtual on Tuesdays and Thursdays from 6pm-9:30pm, and in-person on Saturdays from 9pm-5pm in Woodland. Asynchronous assignments are due each Sunday evening. Training dates are as follows: begin on 4/4, 4/6, 4/8, 4/11, 4/13, 4/18, 4/20, 4/22, 4/25, 4/27, 4/29, 5/2, 5/4, 5/6, 5/9, 5/11, 5/13. **All training dates and topics are mandatory.**

Application Process - Submit your completed application and resume to the Volunteer and Community Education Specialist at edith@empoweryolo.org; applications submitted without a resume will be considered incomplete. If your application is accepted, you will be invited to attend a group orientation and interview to learn more. Invitation to the training program will only be issued after a successful interview. Please note that space is limited, and spots are not guaranteed. **Applications are due Thursday, March 23rd, 2023.**

Minimum Volunteer Expectations

- At least one-year internship:
- Maintain 12 hours of on-going continuing education a year
- Volunteer on consistent weekly basis (~4hrs/week or ~190hrs/year)
- Attend monthly volunteer meetings (~2hrs/month)
- All changes in shift schedules must be discussed and reported to the Volunteer and Community Education Specialist
- Required to notify the supervisor of weekly shift changes
- Mandatory completion of monthly volunteer timesheets
- Must be able to pass a criminal background check

Training Fee

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, however, if this is a financial hardship, arrangements can be made. Volunteers requesting a fee waiver will still be required to give a deposit of \$200 - this deposit will be cashed if the volunteers fail to complete training or does not follow through on their 4-hour a week commitment.

Sincerely,
Edith Bikoba
Volunteer and Community Education Specialist

I, _____, understand the training requirements and I'm able to meet these requirements.

Applicant 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.

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.

Youth Education/Prevention – Assist our prevention education team with presentations to K-12 graders

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.

***Admin Assistant** - Assist filing client information, organizing volunteer and employee files, data entry, donation follow-up and letter writing, and other duties as assigned.

***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 - Assistant with food distributions, organizing clothing closet, and maintaining the overall function of resource center(s). May include client intakes, resource & referrals, data entry, phone intake, and general assistance.

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-Speaking 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.

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



***Food Distribution Assistance** – Support weekly food distribution in Knights Landing, Davis, or Yolo. Must be reliable, able to lift 50+ pounds, able to bend up and down and prepare food bags for community members.

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

Volunteers have no limit to number 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 Associate Director, 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.

Applicant Signature

Date



Volunteer Application

Full (Preferred) Name: _____ Are you over the age of 18?: _____

Pronoun: _____ Gender: _____

Address: _____

Primary Phone: _____ Email Address: _____

Occupation: _____

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

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 (name, relationship and phone number): _____

Best days & times to contact you: _____

Preferred method of contact: _____

Day and time available for interview: _____

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 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. Would you like to request any accommodations to help you be successful during the training?

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

- | | |
|---|---|
| <input type="checkbox"/> 24/7 Crisis Hotline | <input type="checkbox"/> Youth Education/Prevention |
| <input type="checkbox"/> Children's Program | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Latina Outreach Advocate | <input type="checkbox"/> Russian-Speaking Outreach Advocate |
| <input type="checkbox"/> Asian Pacific Islander Outreach Advocate | <input type="checkbox"/> Legal Advocacy/Accompaniment |
| <input type="checkbox"/> Marriage and Family Therapist Intern/Associate Social Worker | |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Special Events/Programs |
| <input type="checkbox"/> Other, please explain: _____ | <input type="checkbox"/> Resource Center |

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? |

If no, please write a check of \$200 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? |



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?

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.

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.

Applicant Signature

Date

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: _____