



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 Cope Family Center? _____

How would you like to be contacted about new 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. ***

- Development Assistant**
- Child Assault Prevention Program Workshop Presenter (seasonal: September-June)**
- Bookkeeping Assistant**
- Volunteer Income Tax Assistant (seasonal: January-April)**
- Sustainable Gardening Project**
- Napa River Rock & Stroll (September 25, 2010)**
- Done-in-a-Day Project/Event Volunteer**

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 material distribution as outlined in the Outreach Plan. **Length of appointment:** Flexible 6 months minimum. **Time commitment:** Flexible, 2 hours per week minimum. **Qualifications:** Clerical and 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, memorize script, present to children in an age appropriate format. Report suspected cases of child abuse. **Length of appointment:** September to May **Time commitment:** 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. Livescan DOJ/FBI background check.

Bookkeeping Assistant: Accounts Payable and Accounts Receivable. Filing of accounting materials, Prepare mailings, Assist Office Systems Coordinator as needed. **Length of appointment:** Flexible – Minimum of 6 months. **Time commitment:** 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 returns, explain returns and share other resource and referral information. Ensure that surveys and intakes are completed. Assist with peer to peer quality review of returns. **Length of appointment:** Approximately 11 weeks, February - April. Training starts in January. **Time commitment:** 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. Willingness to learn in classroom setting or self-paced, book/internet study. 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.

Napa River Rock & Stroll: Help us pull off our annual 6k fun run fundraiser. Volunteers needed day of, prep day before, at Carbo-Load dinner night before. Be a part of the planning: full list of Committees and Chairpersons available from Aimee (ainglis@copefamilycenter.org or 707-252-1123 x 104) upon request.