



VOLUNTEER APPLICATION FORM

Thank you for your interest in Volunteering at the Children & Family Resource Center

Upon receipt and review of your application, you will be contacted by the Volunteer Coordinator to arrange an interview. During the interview you will be provided an overview of the Center Volunteer opportunities and a tour of the Center to familiarize you with the Center's Programs and Services. Volunteer Job Orientation will be provided by the Center Staff person to whom you are assigned. There is no fee to join the Volunteer Program and we welcome Volunteers to become actively involved in the Center's services to the community.

Name: _____ Gender: _____
(First) (Middle initial) (Last)

Home Address: _____
(Street) (City) (State) (Zip)

Telephone: (H) _____ (Bus.) _____ (Cell) _____

Employer _____ Job Title/Occupation _____

Work Address _____ Work Phone _____
(Street) (City) (State) (Zip)

E-Mail Address: _____

Emergency Contact: _____ (Relationship) _____ Telephone: _____

Previous volunteer service: _____

Education: (enter number of years completed) _____

School Name if presently attending School _____

Special Talents/Skills/Training/Education: _____

Interests/Hobbies: _____

Do you have computer experience? _____ If yes, what programs? _____

Do you live in Henderson Co. full time?: _____ If not, which months are you here?: _____

How did you hear of the volunteer opportunities at Children & Family Resource Center?:

Which languages do you speak fluently? _____

Would you be willing to interpret in this (these) language(s) if needed?: _____

Please complete both sides

How much time can you commit to Volunteering?

Weekly: How many hours? ____ What Days are you Available? Mon. Tues. Wed. Thurs. Fri. Sat.

Monthly: How many hours? ____ When are you available? _____

Other: How many hours? ____ When are you available? _____

May we call you on short notice if we need someone? _____

Please indicate the type of Volunteer work you are interested in at this time:

- Administration: Clerical assistance, Reception, mass mailing preparation
- Once Upon a Time Reading Program - reading to pre-schoolers
- United Agenda for Children - Advocate for children & family issues in the community
- Database Entry Assistance
- Early Learning Cooperative Assistant - cataloging books and resources, preparing materials for shelving
- Adolescent Parenting Program - child care once a month during APP meetings
- Fund Raising - serving on Harvest Dinner Committee, Special Event Planning
- Interpretation/Translating - providing interpretation assistance, translating written material from English to Spanish
- Preparing/sanitizing play & learning kits for reuse
- Other: _____

Please list four references (not relatives):

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Legal Record: Please list any arrests, convictions and traffic violations.

1. _____
2. _____

Signature: _____ Date: _____

Mail, Email, Fax, or Deliver Application to:

Volunteer Coordinator
 CHILDREN & FAMILY RESOURCE CENTER OF HENDERSON COUNTY
 851 Case St., P. O. Box 1105, Hendersonville, NC 28793
 Phone (828) 698-0674 - Fax (828) 698-5532

Visit our Website at: childrenandfamily.org

For office use only:

Date Received _____ Contacted: _____ Interviewed: _____

Comments:

Assignment(s):

Starting Date: