



Thank you for your interest in the Women's Center of Jacksonville. The Mission of the Women's Center is to support and empower women and to nurture mind, body, and spirit. In this vibrant and vital agency, you will find many volunteer and internship opportunities.

Volunteers and interns are an integral part of ensuring that the Women's Center can continue to offer its many services. Each program we offer and every service we provide uses community involvement. We simply could not exist without the thousands of service hours donated annually by our devoted volunteers and interns.

Enclosed please find the Volunteer/Intern Application, a Confidentiality Agreement, and Permission to Perform Background Check. When we receive your completed application we will schedule an interview with you. Following the interview, an orientation and appropriate training will be provided if it is agreed that the volunteer opportunity/internship is a good fit for both you and for the Women's Center of Jacksonville.

Please feel free to contact us with questions. Thank you in advance for your unique contributions to the women of our community.

"I own my life. And only mine. And so I shall appreciate my person. And so I shall make proper use of myself."

- *Ruth Beebe Hill*

Improving the Lives of Women

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WOMEN'S CENTER OF JACKSONVILLE

CORE PURPOSE

Dedicated to improving the lives of women

PHILOSOPHY

We believe women and men should share equally the resources and opportunities to achieve individual, social, political, and economic goals.

MISSION

The Mission of the Women's Center of Jacksonville is to support and empower women and to nurture mind, body, and spirit.

VISION

Women's Center of Jacksonville is an inviting place for all women, offering a broad range of services in an environment that adapts to the changing needs of women. With the collaborative efforts of a professional staff, a focused board, and an organized volunteer base, the Women's Center is recognized as a leader for women's issues and a visible, effective advocate for equality and social change.

GUIDING PRINCIPLES

- Dignity** *We value women, take pride in their greatness, and honor their worth.*
- Integrity** *We have the courage to make ethical decisions even when faced with difficult choices.*
- Balance** *We encourage women to make choices that bring harmony and balance to their lives.*
- Advocacy** *We work for and support social change that empowers women.*
- Respect** *We honor the collective wisdom of women and celebrate the feminine spirit.*
- Passion** *We are passionate about who we are and what we do.*

Volunteer Application

Intern Application

Date: _____

Name: _____

Mailing Address: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

Email: _____

Employer: _____

Occupation: _____

School (interns): _____

Major: _____

Emergency Contact: _____

Emergency Phone: _____

Referred by: _____

References: (please give two non-family)

Name: _____

Phone: _____

Name: _____

Phone: _____

Languages: _____

Please list any special needs: _____

Optional Demographics:

Race: _____ Gender: _____ Age: _____

Please use this space to tell us a bit about yourself and/or feel free to attach a résumé

(Intern applicants: please attach cover letter, résumé and transcripts. If you are applying for a counseling internship, please contact the Counseling Program Director prior to completing this application.):

Volunteer Interest Form

Women's Center of Jacksonville has a variety of volunteer/internship opportunities for individuals to explore. Each opportunity has its own training areas and time commitment. It is possible for volunteers to donate time to multiple departments simultaneously. We are committed to determining the best fit for both the volunteer/intern and the Women's Center of Jacksonville.

In order for us to route your application to the appropriate department, please indicate your availability and interests below:

Availability

Starting date: _____ Ending date: _____

During which days/hours are you typically available to volunteer?

Mondays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____
Tuesdays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____
Wednesdays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____
Thursdays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____
Fridays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____
Saturdays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____
Sundays	<input type="checkbox"/> mornings	<input type="checkbox"/> afternoons	<input type="checkbox"/> evenings	Details: _____

Interests (see page 5 for descriptions)

If more than one, please number in order of preference with 1 being first choice.

- ___ Rape Recovery Advocate (client contact)
- ___ Hotline Advocate for Victims of Sexual Assault
- ___ Primary Rape Prevention Educator
- ___ Literacy Tutor/Instructor (indicate interest: reading math GED prep ESOL computer)
- ___ Life Skills Workshop Facilitator
- ___ Clerical Support
- ___ Library Assistant
- ___ Community Outreach/Program Awareness
- ___ Special Events Planning/Support
- ___ Fundraising
- ___ Art Exhibit Planning/Support
- ___ Volunteer Coordination
- ___ Computer/Technical Support
- ___ Babysitter
- ___ Internship (specify type *): _____

** For counseling, please contact the Counseling Program Director prior to completing this application.*

Volunteer Opportunity Descriptions

PROGRAM	ACTIVITY	DESCRIPTION	SPECIAL REQUIREMENTS
RAPE RECOVERY TEAM	Rape Recovery Advocate - client contact *	Volunteer carries a pager and responds to reports of sexual assault.	Complete mandatory 30 hour training and be available nights and weekends.
	Hot Line Advocate	Volunteer responds to hotline phone calls from Victims of Sexual Assault.	Complete mandatory 30 hour training and be available nights and weekends.
	Primary Rape Prevention Educator *	Assist staff Educator in preparing for and/or making group presentations on rape prevention.	Mandatory 30 hour training. Must feel comfortable speaking in large groups.
EXPANDED HORIZONS LITERACY PROGRAM	Tutor or small group instructor *	Tutoring one-on-one or in small groups reading and writing, GED preparation, English as a second language, or basic computer skills.	No tutoring experience required but must attend training provided by the Program Coordinator. A one-year, one to two hour per week commitment is desired.
	Life Skills Workshop Facilitator *	Teaching life skills from a prepared curriculum to groups of women at community agencies such as homeless shelters.	Volunteer must be able to make a commitment of three to six hours once a month.
	Babysitter **	Assist in caring for and/or tutoring children of adult students.	Comfortable with all types and ages of children.
ART & SOUL	Art & Soul Committee member	Attend monthly Committee meetings; assist in meeting artists who are dropping off or picking up artwork; help stage art opening receptions that occur quarterly and workshops connected to the exhibit.	Interest in women's art and ability to make a commitment of one to four hours per month.
LIBRARY	Library Assistant	<ul style="list-style-type: none"> ♦Catalog materials ♦Check materials in and out ♦Maintain library shelves, ♦Other 	Volunteer must be able to function independently and be comfortable using a computer. Training and supervision provided by staff or other volunteers.
GIRLS CIRCLE	Administrative Support	Maintain computer and hard copy records of Circle activity and prepare statistics for Center compilation. Assist in preparation of grant applications and reports.	Volunteer needed once a month for record maintenance. Must be comfortable using a computer to enter data. Other tasks on an as-needed basis.
	Circle Facilitator *	Facilitate weekly Girls Circles in a variety of settings, such as schools and churches, using an established curriculum.	Volunteer must make a six to twelve week commitment depending on the program. Mandatory training provided by the Community Education Department.
COMMUNITY OUTREACH	Staff information table at health fairs, volunteer fairs, and other events.	Organize materials for events and transport to and from event. Staff table and provide information to persons who request it.	Volunteer must become sufficiently knowledgeable of Women's Center programs to be able to represent them to the public.
DEVELOPMENT	Fundraising	May involve one or more of the following: <ul style="list-style-type: none"> ♦Grant research and some writing ♦Assisting in donor activities ♦Contacting potential donors 	Previous experience desirable but not required.
ADMINISTRATIO N	Tech Team member	Participate on the "tech team" and provide computer instruction and support to staff.	Knowledge of computer operation and programs. Availability for occasional daytime meetings.
GENERAL	Clerical support	Filing, assembling folders, processing materials, making phone calls, etc.	None
	Special events	Assist in preparation and staging of events presented by the Center, especially the annual "Celebration of Women" in August, International Women's Day in March, and Equal Payday in April.	None

* Background check required. See page 8.

** Background check paid for by program required.

Confidentiality Agreement and Notice to Employees/Volunteers/Interns

The identities of our current and former clients, their personal communications to us, and their records are confidential by law. This office requires that confidentiality laws be strictly followed. We cannot expect to treat our clients unless they feel that they can talk freely without concern that their confidences will be revealed to others. Any employee or volunteer of this organization who violates a client's confidentiality is subject to immediate dismissal. Further, that employee or volunteer, as well as the organization, is subject to a lawsuit brought by a client.

DO NOT:

- Reveal a client's identity in any way
- Address a client by name when others are in the office
- Disclose that a person is a client to anyone, including a client's spouse
- Leave a client's file unattended on your desk, or anywhere else in the workplace
- Have files or appointment books on your desk or anywhere else in the workplace in a manner that allows a client's name to be seen by others
- Have a client's information visible on a computer screen when you are away from your desk
- Leave computers and file cabinets that store client information unsecured when you are not in the work area
- Remove client files from the workplace for reasons other than authorized functions (for example, a home visit or court appearance)
- Repeat anything a client tells you to anyone other than your supervisor
- Disclose anything in a client's chart to anyone other than your supervisor
- Talk about a client with anyone other than your supervisor in a private situation, even if you do not use the client's name
- Talk about a client with your spouse or other members of your family or friends
- Give copies of anything in a client's chart to anyone other than your supervisor
- Retrieve messages from your voice mail or answering machine within earshot of others

DO:

- Address clients in the workplace by "Sir" or "Ma'am" or other courteous address without the use of a client's name when other people are present
- Keep files and appointment books face down or otherwise out of view on your desk and throughout the workplace so that a client's name cannot be seen by others
- Safeguard your computer password to prevent unauthorized people from accessing client information
- Strictly comply with a client's permission to disclose identity, confidences, or records when permission has been properly obtained in writing
- Observe all limits and conditions a client places on any permission to disclose confidential information
- Discard confidential materials properly by shredding them
- Consider a client's confidentiality on the receiving end of fax communications, e-mail, and telephone message-taking devices; ensure that the intended recipient is the only recipient of such communications

It is possible that requests for information, including subpoenas, about our clients may come to your from the police or other law enforcement personnel, lawyers, or the courts. Tell your supervisor immediately when you receive these types of requests and determine with your supervisor how to proceed.

Some exceptions to confidentiality may require or authorize certain disclosures about our clients. Immediately inform your supervisor of any information you obtain about our clients that lead you to believe that you, the client, or anyone else may be endangered by the client. Immediately inform your supervisors of any information you obtain that leads you to believe that a client may be involved in some way, directly or indirectly, in the abuse or neglect of a child, elderly person, or disabled person. Meet with your supervisor at once and determine how to proceed. Note that "following orders" may not be sufficient justification in a court of law for breaching confidentiality.

I, _____ hereby acknowledge that I have read this confidentiality agreement and notice to employees/volunteers. I understand it fully and will strictly follow its terms.

Signature _____ Date _____

Prudent Practice © 1997 NASW Press

Permission to Perform Background Check

Because the Women's Center of Jacksonville is an agency that provides services to vulnerable and at risk populations, as well as children and adolescents, it is our policy to perform a Florida Department of Law Enforcement criminal background check on each of our Board of Directors, staff, interns as well as volunteers. There is a fee of \$24.00. The purpose of this screening is limited in nature; anyone with a history of committing child or spousal or sexual assault is not permitted to work with our agency in any capacity, including volunteer work.

It is important to state that the only personnel directly related to volunteer management see FDLE background checks. The information received is maintained in a locked file and is kept absolutely confidential.

In keeping with generally accepted employment practices, it is also the policy of the Women's Center of Jacksonville to verify the potential volunteer's past employment/volunteer history, personal reference and educational/professional status.

If you have any concerns about your background check, the Women's Center of Jacksonville is available to discuss these issues with you at any time.

I have read this permission form in its entirety and hereby agree to allow the Women's Center of Jacksonville to perform a background check that includes the following:

- Criminal Record
- Past Employment/Volunteer History
- Educational or Professional Status
- Personal References

I also understand and agree that in the event further information is needed to determine my suitability for particular types of volunteer work, I may be required to execute additional consent form(s) to perform such background checks(s).

I am paying by: Cash Check (Please place an X in the appropriate box.)

Please print legibly.

SIGNED: _____ DATE: _____

NAME (F,M,L): _____ ALIAS: _____

RACE: _____ SEX: _____ SSN: _____ DOB: _____

CURRENT ADDRESS: _____