



SAAFE HOUSE

SEXUAL ASSAULT & ABUSE FREE ENVIRONMENT

Volunteer/Intern Application

(For Internships, please attach your educational resume and transcript with the completed application)

Date: _____ Have you volunteered at SAAFE House before? Yes No

Last Name: _____ First Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Alt. Telephone: _____

Email Address: _____

Availability:

How many hours per week would you like to volunteer? _____

Indicate times that you are interested in volunteering:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

*Note: Residential facilities operate 24 hours a day. Please keep this in mind in noting availability.

Are you interning to fulfill a class requirement? Yes No If yes, Class Internship

What class and/or degree program: _____

How many hours are you required to complete? _____ By when? _____

Are you volunteering to fulfill a court-ordered community service requirement? Yes No

How many hours are you required to complete? _____ By when? _____

Education/Skills:

Highest level of education: High School/GED Some College Associates Bachelors Masters PhD

Are you currently a student? Yes No Name of School: _____

Licenses/Certifications: _____

Describe other training, skills, or talents: _____

Volunteer/Employment Experience

Program/Agency	Position	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

References (Please list 3 persons other than relatives)

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you fluent in any languages other than English? _____ Yes _____ No

If so, what language(s): _____ Speak Read Write
_____ Speak Read Write
_____ Speak Read Write

Do you require special accommodations for your volunteer experience? Yes No

Please explain: _____

Are there any restrictions on your volunteer capabilities? Yes No

Please explain: _____

Have you ever been convicted of a law violation (other than routine traffic violations)? Yes No

Please explain: _____

Have you, your spouse, or a family member ever received services from the SAAFE House? Yes No
If yes, please explain in a separately attached document Unsure

I understand that volunteers are required to always maintain confidentiality during and after their volunteer assignments and that violation of this confidentiality is cause for termination of my volunteer services.

I understand that the misrepresentation of the information requested is cause for the termination of my volunteer services. I authorize the investigation of all statements contained in this application.

SAAFE House has the right to conduct a criminal background check and by signing below, you authorize the investigation of all statements made in this application. Further, by signing below, you agree that you understand these terms as stated and have answered all questions truthfully.

Applicant's Signature: _____ Date: _____

Volunteer/Intern Positions

Volunteer and Internship Opportunities at SAAFE House are numerous and varied. Each one has the potential to put you in contact with victims of family violence and/or sexual assault. Some of the various opportunities are listed below. As you read the list, think about tasks that interest you. Some opportunities have different training requirements.

General Positions

_____ **Clerical/Office Support:** Providing support to office staff through typing, data entry, creating spreadsheets, working with various computer programs, filing, shredding paper, etc.

_____ **Reception/Processing Donations:** Greeting visitors, helping them navigate through the office, sorting mail, making copies, answering office phones, taking messages, processing donations, and basic customer service.

_____ **SAAFE Shoppe:** Assisting at the resale shop with things such as greeting customers and preparing items for sale (sorting, hanging, ironing, pricing, processing donations, etc.).

_____ **Food Pantry:** Rotating all the food items and toiletries to ensure everything is kept up-to-date and organized! Make sure the inventory logs are up to date.

_____ **Maintenance/Repair:** Maintaining or repairing broken equipment at the outreach office, resale shop, or shelter. Duties may include replacing light bulbs, carpentry, plumbing, electrical, painting, overall general maintenance, and janitorial duties.

_____ **Technical Person:** Assisting the office with computer equipment that may be donated to or purchased by the organization and maintaining network systems, etc.

Direct Services & Advocacy

Direct Services & Advocacy requires additional training. This training is going to provide you with everything that you need to potentially have your own caseload at the office or be able to help cover shifts in our shelter.

_____ **Shelter Advocate:** Support shelter staff in working with adult and child victims of Family Violence and Sexual Assault. Responsibilities include but are not limited to assisting in household chores, discussing parenting skills, providing information regarding job search, homework, and coordinating recreation.

_____ **Hotline Advocate:** Responsibilities include answering the 24-hour crisis hotline, and providing the caller with crisis intervention, resources, information, referrals, and intakes.

_____ **Rape Crisis Advocate:** Responsible for providing crisis intervention, peer counseling, support to family and friends, information, and referral along with personal accompaniment to victims of sexual assault. The position could potentially require you to meet victims at the ER, police department, or the SAAFE House Office.

_____ **Legal Advocate:** Responsible for assisting victims with the criminal justice system through aiding in the completion of protective order applications, crime victims' compensation paperwork, and accompaniment to court, the police department, the district attorney's office, etc.

_____ **On-Call:** Responsible for assisting and supporting shelter staff in the event that a person is needed to help with client situations, transportation, emergency errands, and other tasks required by the shelter.

_____ **Childcare:** Volunteers who are willing to provide childcare in our childcare room for the children while our clients are meeting with their advocates. Times vary but are usually during regular business hours.

_____ ***Mentoring:** Set time weekly or bi-weekly. The program is a completely volunteer-run program. Volunteers set a plan for each semester where they would have time to meet with school-age children to help with homework, class projects, reading, tutoring or just to do fun activities.

_____ ***Shelter Support:** Almost anything from helping clients to cook and teach cooking techniques, organizing a girl's night, exercise class, how to apply makeup, and just spending time with the clients so that Shelter Advocates can tend to their work without being interrupted. Giving the clients something to do that is fun, relaxing, and educational.

Community Relations

_____ **Events:** Planning, organizing, setting up, collecting donations, putting out fliers, and much more. We have a fundraising committee along with an event committee for each event.

_____ **Marketing:** Your work will include but is not limited to retail marketing, event planning & execution, branding campaigns, web design, promotional materials, social media marketing, and so much more.

****Interns:** Volunteer Intern – this means that you a volunteering 10+ hours a week. You would be partnered with a full-time employee and be their intern. School Intern for credit hours. SAAFE House partners with SHSU and other universities and colleges. Internships are non-paying positions.

Group Volunteering

_____ **Special Project Groups:** Groups and organizations that would like opportunities to volunteer. Anywhere from gardening, to organizing, to hosting a cooking class, to donation pickup, to cleaning!

Volunteer jobs at SAAFE House are endless and include a wide variety of tasks. Any volunteer hours that are put in will have a direct positive impact on victims of sexual abuse and family violence.

Please add any additional skills or talents not mentioned. _____

Volunteer Signature

Date

Return Completed Applications to:

SAAFE House
1426 Sam Houston Ave.
Huntsville, TX 77340

Email to: Sheryl Miller
volunteers@saafehouse.org
For questions call 936-291-3529

ADMINISTRATIVE USE ONLY

Contacted: ____/____/____ Interviewed: ____/____/____ By _____

References Checked: ____/____/____ By _____

Attended Orientation: ____/____/____ led by _____