



HOPE VOLUNTEER APPLICATION

Volunteer at The HOPE Program

Interested in a meaningful volunteer opportunity? The average time commitment for the positions below is 3-5 hours per week for three months. To apply, review the available volunteer positions on pages 3 and 4 below and complete the entire HOPE Volunteer Application. E-mail the application and your resume as an attachment to volunteer@thehopeprogram.org.

Contact Information and Availability

Date of Application:

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Home Telephone:

Business Telephone:

Cell:

E-mail Address:

Best Time to Contact:

Preferred Method of Contact (Choose one):

- e-mail
- home phone
- cell phone
- business phone

How did you hear about The HOPE Program?

Employment Information

Current Position

Company:

Address:

City:

State:

Zip Code:

Position:

Job Responsibilities:

Start Date:

End Date:

Past Position #1

Company:

Address:

City:

State:

Zip Code:

Position:

Job Responsibilities:

Start Date:

End Date:

Past Position #2

Company:

Address:

City:

State:

Zip Code:

Position:

Job Responsibilities:

Start Date:

End Date:

Background Information

Interests (hobbies, extracurricular activities, etc.):

Languages (please indicate if you speak and/or write the language):

Special Skills, Qualifications, Trainings, or Certifications:

Availability

Check the days and hours you are available to volunteer. Please check all times that apply.

<input type="checkbox"/> Mon, 11am-1pm	<input type="checkbox"/> Tues, 11am-1pm	<input type="checkbox"/> Wed, 11am-1pm	<input type="checkbox"/> Th, 11am-1pm	<input type="checkbox"/> Fri, 11am-1pm
<input type="checkbox"/> Mon, 1pm-3pm	<input type="checkbox"/> Tues, 1pm-3pm	<input type="checkbox"/> Wed, 1pm-3pm	<input type="checkbox"/> Th, 1pm-3pm	<input type="checkbox"/> Fri, 1pm-3pm
<input type="checkbox"/> Mon, 3pm-5pm	<input type="checkbox"/> Tues, 3pm-5pm	<input type="checkbox"/> Wed, 3pm-5pm	<input type="checkbox"/> Th, 3pm-5pm	<input type="checkbox"/> Fri, 3pm-5pm
<input type="checkbox"/> Mon, 5-7:30pm	<input type="checkbox"/> Tues, 5-7:30pm	<input type="checkbox"/> Wed, 5-7:30pm	<input type="checkbox"/> Th, 5-7:30pm	

Can you commit to volunteering for 2-3 months?

Yes No

Approximately how many hours in total are you available (weekly/monthly)?

Do you feel most comfortable working with (check all that apply):

Individuals

Small Groups (2-5 people)

Classes (5+ people)

Volunteer Interests

Please review the descriptions listed on our website, and Rank by preference from 1-3, with 1 being most important.

Intake Computer GED Math GED Humanities Work Readiness
 Workshop facilitation (monthly or bimonthly workshops on using email to find employment, completing online job applications, writing resumes or thank you letters, etc.). Please specify your area of expertise, and a brief description of the workshop:

Please explain why you are interested in volunteering at The HOPE Program, your experience related to your top volunteer interest above, and what you hope to accomplish through volunteering.

Emergency Contacts

Name and Relation to you:

Email:

Phone:

Recruitment/Intake Volunteer

Qualifications:

- Patience and ability to build trust and rapport
- Exceptional typing, data entry, filing and organizational skills
- Exceptional attention to details
- Available to volunteer on Tuesdays and/or Thursdays from 9am-1:30pm for 2 months or more.

Responsibilities:

- During twice weekly Information Sessions for prospective program participants (Tuesday/Thursdays, 9am-1pm), distribute applications, describe program services, schedule interviews, and answer questions from applicants to the program
- Score math and reading assessments using easy-to-learn computer software
- Conduct research to identify organizations and programs that meet the needs of specific applicants, so that staff can make referrals as appropriate
- Create folders for new applicants, and assist in creating marketing materials

Work Readiness Volunteer

Qualifications:

- Interest in working with adults or youth with employment barriers such as homelessness, criminal history, and/or past substance use.
- Patience and experience working with others from diverse backgrounds.
- Familiarity with coaching, tutoring or teaching on one or more of the following topics: job search, resume writing, interviewing, completing job applications.
- Available to volunteer for at least two hours at a time, 9am-5pm.

Responsibilities:

- Co-facilitate workshops with HOPE instructors using HOPE approved materials. Workshops might cover resolving conflicts on the job, completing online job applications, preparing for interviews, getting email addresses, or solving problems at work.
- Lead students in completing applications (online and paper). Give them written and verbal feedback to improve their skills.
- Conduct practice interviews (individual, group, and video interviews) and give written and verbal feedback to students using HOPE's interview assessment forms.
- As requested by director or teachers, assist students in coming up with plans to address feedback offered by program staff. This might include working with a student on active listening, pronunciation, time management, or other skills.

Computer Volunteer

Qualifications:

- Patience and experience addressing large groups and working 1:1 with students
- Familiarity with Microsoft Word, Excel, and/or PowerPoint and ability to explain these functions to others
- Available to volunteer for at least two hours at a time, 9am-5pm.

Responsibilities:

- During computer classes, support computer instructor in teaching basic computer skills
- Assist individual students in completing classroom exercises
- Educate students about HOPE resources (i.e. evening classes and open lab time) and help them in planning how to use these resources to reach their individual employment-related goals

GED Tutor (Math or Humanities)

Qualifications:

- Patience and experience addressing small groups and working one-on-one with students
- Excellent math/quantitative reasoning skills, and/or excellent language arts skills (grammar, writing, social studies, science, and/or reading) to instruct and assist small groups as well as work one-on-one with students to raise their confidence and performance levels.
- Ability to work at The HOPE Program Mondays-Thursdays, for at least two hours at a time, 9am-7pm.

Responsibilities:

- Using HOPE resources, instruct students in gaining skills to earn their GED
- Choose and assess homework assignments. Document student progress.
- Educate students about HOPE resources (i.e. evening GED tutoring and open lab time) and help them in planning how to use these resources to reach their individual employment-related goals