



Volunteer Application

Thank you for your interest in volunteering with The Second Step; we cannot do this work without you. For more information about us, please visit our website at www.thesecondstep.org.

Please complete this application and return it via email to volunteer@thesecondstep.org or send via regular mail to The Second Step "Volunteer Coordinator" – P.O Box 600213, Newtonville, MA 02460 or Fax to 617-965-3354.

Please attach a current resume, if possible, and complete the following:

Name _____

Address

(Street)

(City) (State) (Zip)

Contact Information

(Cell) (Work) (Home)

(Email Address) (Date of Birth)

Emergency Contact

(Last) (First)

(Relationship) (Phone)

If you are currently employed, please complete the following:

(Profession)

(Employer)

If you are currently in school, please complete the following:

(School)

(Major/Degree)

Volunteer Assignments

Which volunteer assignments are you interested in? Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Front Desk-Administrative Support | <input type="checkbox"/> Playspace Activities Leader (PALs) |
| <input type="checkbox"/> Child Care Helper | <input type="checkbox"/> Homework Helper or Tutor |
| <input type="checkbox"/> Afterschool Program | <input type="checkbox"/> Moving Crew OR House Maintenance |
| <input type="checkbox"/> Teen/Youth Mentor | <input type="checkbox"/> Adult Mentor |
| <input type="checkbox"/> Fundraising Events Committees | <input type="checkbox"/> Interpreter/Translation Support |
| <input type="checkbox"/> Other _____ | |

Would you be willing to pick up donations in your area? Yes No

Do you have access to a car? Yes No

Would you be willing to help with special events? Yes No

Examples: *Celebrating Success Gala, Step Up to the Plate, Holiday Gift Program, etc.*

Availability

How often would you like to volunteer? Please check one.

- Once a week
- Twice a week
- Once a month
- Occasionally

During what times are you available for volunteer assignments? Please check all that apply.

- | | | | |
|------------------|---|---|--|
| Monday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |
| Tuesday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |
| Wednesday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |
| Thursday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |
| Friday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |
| Saturday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |
| Sunday | <input type="checkbox"/> 9:00 am- 1:00 pm | <input type="checkbox"/> 1:00 pm- 5:00 pm | <input type="checkbox"/> 5:00 pm-9:00 pm |

Background

**Have you ever been convicted of a criminal offence (felony or serious misdemeanor)?
If yes, please explain below (attach additional paper if necessary).**

Yes No

It is the policy of The Second Step that every volunteer applicant shall, as part of the application process, participate in a standard Criminal Offender Record Information (CORI) check. All background check information shall be treated as confidential.

Please tell us more about you!

How did you hear about The Second Step?

Why are you interested in volunteering with The Second Step?

What personal/profession knowledge/skills will you bring as a volunteer? (i.e. childcare, computer skills, etc.)

What experience have you had with crisis situations (does not have to be related to domestic violence)?

How do you handle conflict?

What other languages do you speak, if any, and how fluent are you in those languages?

Is there anything else that you think would be important for us to know?

References and background checks:

Please list three non-family references with names and daytime phone number who could evaluate your qualifications or ability to volunteer:

- 1.
- 2.
- 3.

Guidelines to Volunteering at The Second Step

Volunteering at The Second Step can be a rewarding experience for individuals, when the time is right for them. How will you know if this is the right time for you to volunteer at The Second Step?

1. It has been at least one year since you became personally connected to issues of intimate partner violence.
2. You receive counseling now, or have in the past, but do not feel a sense of crisis in your everyday life.
3. You are not currently struggling with substance use.
4. You have a strong support system in place.