



## VOLUNTEER APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Are you a WRC Member? \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ Best time to reach you \_\_\_\_\_

Email \_\_\_\_\_

In case of emergency call: \_\_\_\_\_ phone# \_\_\_\_\_

### I. SKILLS

Educational Background: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

Previous work experience: \_\_\_\_\_

Current Occupation: \_\_\_\_\_:

Hobbies/Interests/ Skills:  Writing  Public Speaking  Photography  Editing  
 Graphics/Art  Computer Knowledge

**II. AVAILABILITY:**  Mon.  Tues.  Wed.  Thurs.  Fri.  AM  PM

**III. COMMITMENT:**  6 months  1 year

**IV. VOLUNTEER PREFERENCES** (To be discussed during interview with Volunteer Coordinator, please check off volunteer jobs that are of interest to you.)

Information & Referral Helpline: active listening, offer information, referral sources for callers seeking help for housing, domestic abuse, mental health, child care, etc. 3 hour shift once a week.

Administrative: provide help with data entry, mailings, outreach, newsletter, publicity, web site maintenance & other administrative tasks using computer. Basic computer knowledge helpful. Two hour commitment once a week during office hours.

Mailings/Special Projects: provide help with time limited projects such as: bulk mailings, events, conferences and programs, project by project commitment.

Special Events: participate in all facets of planning events, project by project commitment.

Evening Programs: responsible for opening and closing WRC, greet clients, collect fees, greet facilitator (two evenings a month Sept. – May)

Board Committee: WRC is always looking for women interested in participating in one of our many board committees: Board Development, Fund Development, Finance, Program, Human Resources.

V. References

How did you hear about the Women's Resource Center? \_\_\_\_\_  
\_\_\_\_\_

Please provide the names and phone numbers of two personal references and your previous volunteer supervisor (if you have previous volunteer experience).

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Previous Volunteer Supervisor: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone \_\_\_\_\_

Please fill out the following to help us get to know you:

Please tell us why you want to be a  
Volunteer in the community and for WRC.

List any hobbies/skills  
that you enjoy doing and sharing.

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Please list things that you hope to learn from your  
volunteer experience and skills you would like to  
acquire.

Please list tasks that you  
would **not** like to be asked to do.

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**Once you have finished filling out this form please click the "Download" button located above this form.**

You can attached the saved file to an email and send to [sdeutch@womensrc.com](mailto:sdeutch@womensrc.com)

OR

you can print it and mail it to:

Womens Resource Center  
PO Box 596  
Wayne, PA 19087