**Volunteer/Intern Application**

Please complete and submit to Holly Mickelson-Whitney in one of the following ways:
email: hollym@cadamn.org, or mail: P.O. Box 466, Mankato, MN 56002

**All Applicants**: Please include your resume and a cover letter.
**Internship Applicants**: Please include three goals you hope to accomplish during your internship and any course requirements that must be met.

Full Name:

Address:

City: State: Zip:

Phone Number: Email Address:

Are you 18 years of age or older? Yes [ ]  No [ ]

**Volunteer & Internship Positions**

*All volunteers and interns must complete the following before beginning any work:*

1. *Complete the full application materials and return to the Volunteer Coordinator.*
2. *Interview with Volunteer Coordinator and Site Supervisor.*
3. *Consent to and clear Minnesota Department of Human Services background check performed by CADA staff in accordance with Minnesota Department of Human Services policies.*

*All volunteers and interns are appointed at the discretion of CADA staff.*

*Volunteers and interns in each position who seek to have direct contact with clients must complete the 40-hour Sexual Assault Advocacy Certification training.*

*Please note that these positions are for both volunteers and interns. Volunteers must commit to a minimum of two hours per week, and interns must commit to a minimum of eight hours per week for each position. Please see page 3 for additional volunteer positions.*

*Place an* X *next to the position in which you are interested, or number multiple positions by preference.*

[ ]  ***Children & Family Advocacy Intern***

 **Support Children & Family Advocates in the following ways:**

* Maintain confidentiality of all CADA clients and staff.
* Provide support for the needs of mothers and children residing in shelter who have experienced domestic and/or sexual violence and/or abuse.
* Engage in interactive play, supervise and care for children ages infant through teen while mothers work, attend groups, go to appointments, or have meetings.
* Assist with arts and crafts projects, games, imaginary play, snack time, outdoor games, etc. with children.
* Assist with support groups for children and parent education groups for mothers.
* Care for infants, if necessary (holding, feeding, changing, etc.).
* Help staff with any necessary setup or cleanup for meetings, groups, and events as well as general
* Provide comfort and support for children experiencing anxiety, sadness, and emotional and behavioral changes.
* Must be energetic, patient, positive, and tolerant.
* Maintain accurate time sheets, and participate in all mandatory trainings, periodic check-ins, and evaluations.
* Communicate with Site Supervisor and Volunteer Coordinator in a timely and responsible manner.

[ ]  ***Shelter Advocacy Intern***

 **Support Shelter Advocates in the following ways:**

* Maintain confidentiality of all CADA clients and staff.
* Provide support for the needs of women residing in shelter who have experienced domestic and/or sexual violence and/or abuse.
* Assist in answering phone calls on the CADA crisis line (for appropriate candidates only).
* Engage in interactive play, supervise and care for children ages infant through teen while mothers work, attend groups, go to appointments, or have meetings.
* Care for infants, if necessary (holding, feeding, changing, etc.).
* Help staff with any necessary setup or cleanup for meetings, groups, and events.
* Assist shelter residents in accessing county and community-based services and support
* Help staff with moving residents into shelter, and into new homes (moving and unloading furniture, carrying boxes, etc.).
* Must be professional, open minded, friendly, have strong personal and professional boundaries, and excellent communication skills.
* Maintain accurate time sheets, and participate in all mandatory trainings, periodic check-ins, and evaluations.
* Communicate with Site Supervisor and Volunteer Coordinator in a timely and responsible manner.

[ ]  ***Community Advocacy Intern***

 **Support Community Advocates in the following ways:**

* Maintain confidentiality of all CADA clients and staff.
* Direct services: Shadow advocates and assist with appointments and walk-ins with clients, phone calls and follow-ups with clients and service providers, crisis responses, supervision of children as needed, and meetings/referrals with external resources and service providers.
* Legal advocacy: Shadow clients and assist with writing and filing legal protective orders, attending and tracking court proceedings, and follow up with advocates and clients via phone and/or email.
* Provide childcare during support groups.
* Create and distribute packets of information to community providers.
* Must be professional, open-minded, friendly, organized, have strong personal and professional boundaries, excellent communication skills, and be able to work alone and in groups.
* Maintain accurate time sheets.
* Participate in all mandatory trainings, periodic check-ins, and evaluations.
* Communicate with Site Supervisor and Volunteer Coordinator in a timely and responsible manner.

[ ]  *Education Program Intern*

 Support the Education Program Manager in the following ways:

* Maintain confidentiality of all CADA clients and staff.
* Assist with all tasks related to and facilitation of internal and external education programming, including but not limited to: domestic and sexual violence support groups, internal and external trainings, community presentations, prevention efforts, and curriculum development.
* Must be professional, reliable, organized, have strong personal and professional boundaries, excellent written and oral communication skills, and be able to work alone and in groups.
* Maintain accurate time sheets.
* Participate in all mandatory trainings, periodic check-ins, and evaluations.
* Communicate with Site Supervisor and Volunteer Coordinator in a timely and responsible manner.

**All volunteers and interns should possess the following skills:**

* The ability to exercise good judgment in decision-making.
* Be comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis.
* Be punctual, responsible, reliable, and organized.
* Have the ability and motivation to lead projects with little direction, and work well independently.
* Be flexible with your work expectations in the nonprofit environment.
* Bilingual written and/or speaking skills are a plus.

***Volunteer opportunities (please see*** [***www.cadamn.org***](http://www.cadamn.org) ***for full descriptions); please indicate your preference(s):***

[ ]  Childcare Volunteer

[ ]  Shelter Volunteer

[ ]  Transportation Volunteer

[ ]  Administrative Support Volunteer

[ ]  General Maintenance Volunteer

[ ]  Crisis Call-out Volunteer

[ ]  Fundraising and Event Planning Volunteer

**Which CADA location would you like to volunteer/intern in?**

[ ] Blue Earth [ ] Mankato [ ] New Ulm [ ] St. James [ ] St. Peter [ ] Waseca [ ] Fairmont

**Required Internship or Volunteering**
*Please note that we do not accept court-mandated community service volunteers.*

Is this a requirement for a class, organization, etc.? Yes [ ]  No [ ]

If yes, what is this volunteering/internship for?

Instructor/Supervisor’s name, title and contact information:

Name of program:

Year/Level in program: Semester you are applying for:

Anticipated start date: Anticipated end date:

How many hours are required? GPA (if applicable):

Is any evaluation of your work required? If yes, please explain and give date(s) required?

Previous Community Volunteer/Internship Experience

Organization:

What did you do?

Organization:

What did you do?

Organization:

What did you do?

**Language Skills**

Do you speak and read English? Yes [ ]  No­­­­­­ [ ]

Do you speak or read a second language other than English? Yes [ ]  No­­­­­­ [ ]

If so, specify language and fluency: Click here to enter text.
Would you be willing to translate? Yes [ ]  No­­­ [ ]

Are you a licensed translator? Yes [ ]  No­­­ [ ]



What other skills, qualities, characteristics, or experiences do you have that you think might be helpful to CADA?

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What do you hope to gain from your experience volunteering/interning with CADA?

**Please list three professional references (not relatives or partners) that we may contact who have known you for at least one year:**

1. Name: Relationship:

Phone: Email:

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 Phone: Email:

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 Phone: Email:

**Driving Record/Information**

1. Do you have a valid driver's license? Yes [ ]  No­­­ [ ]
2. Do you have proof of valid car insurance? Yes [ ]  No­­­ [ ]
3. Have you had any traffic violations in the last three years? Yes [ ]  No­­­ [ ]

If yes, please specify (this won’t necessarily disqualify you for volunteering):

**Criminal Record**

Have you been charged with any criminal offenses in the last three years? Yes [ ]  No­­­[ ]

If yes, please specify:

Availability

Please enter your availability. How many hours a week you would like to complete, and how many weeks/months/years you would like to volunteer for.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mornings | Afternoon | Evening |
| Monday |   |   |   |
| Tuesday |   |   |   |
| Wednesday |   |   |   |
| Thursday |   |   |   |
| Friday |   |   |   |

How many hours a week you would like to complete, and how many weeks/months/years you would like to volunteer for?

Is there anything else you would like to share with us?

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that completing this application does not ensure a volunteer/internship placement. I also understand that this is not an application for a paid employment.

Signature or typed name (e-signature): Date:

***Thank you for your interest!***