



Dear Prospective Volunteer,

Thank you for your interest in being a volunteer with The Phoenix Center at Auraria (PCA). At PCA, we are committed to eliminating domestic/dating violence, sexual assault, and stalking and the power imbalances that permit them. Volunteers provide the foundation to much of the work we do, and we are pleased that you wish to be part of this important and challenging work! Currently, PCA provides opportunities through two volunteer positions:

Helpline Advocates:

The Phoenix Center provides free and confidential crisis intervention to victims of sexual assault, relationship violence, and stalking. PCA also provides services for “concerned persons”, that is, people who are concerned about a friend or loved on who has experienced these types of crime. PCA operates a 24-hour helpline which is answered 365 days a year. Volunteers carry an on-call cell phone and provide assistance during semi-week long shifts. This volunteer opportunity can be an internship and is opened to all Auraria Campus students, faculty, and staff, as well as alumni and other community members.

Violence Prevention Educators: (VPE’s ARE SELECTED ONCE A YEAR- TRAINING FOR VPE’s ONLY TAKES PLACE IN THE SUMMER)

PCA also provides education on the topics of healthy relationships, gender socialization, sexual assault, and relationship violence. Educational presentations and outreach activities are designed to fit the needs of the group requesting the presentation. Volunteers are leaders on the Auraria Campus who are committed to being role models and initiating movements of change. This volunteer opportunity is available as a work-study position or as an internship, and is for students of the Auraria Campus only.

All volunteers are required to attend a training session before volunteering. The training MUST be attended in its entirety.

Completion of the training is mandatory to fulfill Colorado Statute requirements for confidentiality. Only in very rare circumstances will exceptions be considered, and this will be at the discretion of the Victim Services Coordinator. All exceptions must be requested and approved in advance.

The next training session is scheduled for the following dates:

ALL HELPLINE VOLUNTEERS MUST ATTEND:

Tuesday, September 21 st	5:30pm-9:00pm	Thursday, September 30 th	5:30pm-9:00pm
Thursday, September 23 rd	5:30pm-9:00pm	Saturday, October 2 nd	9:00am-6:00pm
Saturday, September 25 th	9:00am-6:00pm	Tuesday, October 5 th	5:30pm-9:00pm
Tuesday September 28 th	5:30pm-9:00pm	Thursday, October 7 th	5:30pm-9:00pm

If after reviewing the volunteer job descriptions, you decide that you would like to attend the training, please fill out the attached application and submit it to The Phoenix Center, c/o Aneesha Bharwani, **by Tuesday, September 7th**. After reviewing your application, we will contact you to schedule an interview. The application process is selective, and you will be notified either way, as to the status of your application.

Working as a volunteer requires commitment, energy, compassion, and time. Thanks again for your interest in becoming a volunteer. Please feel free to contact us with any questions you may have about the program or the volunteer training.

Please note that your application will be considered confidential and will only be reviewed by members of The Phoenix Center at Auraria. For more information about PCA, please visit our website at www.thepca.org.

Sincerely,

Aneesha Bharwani
Victim Services Coordinator
The Phoenix Center at Auraria

The Phoenix Center at Auraria

Volunteer Application

*Helpline Advocate

APPLICATIONS ARE DUE BY SEPTEMBER 7th

I. PERSONAL DATA

1. Name: _____
(Last) (First) (M.I.)

2. Gender Identity: _____

3. Affiliation with Auraria Campus:

<input type="checkbox"/> Student:	<input type="radio"/> UC Denver	<input type="radio"/> MSCD	<input type="radio"/> CCD	
<input type="checkbox"/> Faculty:	<input type="radio"/> UC Denver	<input type="radio"/> MSCD	<input type="radio"/> CCD	
<input type="checkbox"/> Staff:	<input type="radio"/> UC Denver	<input type="radio"/> MSCD	<input type="radio"/> CCD	<input type="radio"/> AHEC
<input type="checkbox"/> Alumni:	<input type="radio"/> UC Denver	<input type="radio"/> MSCD	<input type="radio"/> CCD	
<input type="checkbox"/> Other:	_____			

4. Local Mailing Address: _____

5. Telephone Numbers: cell: _____ home: _____ work: _____

Note: Please only list phone numbers which are OK to call and leave messages at.

6. Email Address: _____ How often do you check email? _____

7. Date of Birth: ___/___/___
mm dd yy

II. EDUCATION

School	Name of School	# of years completed	Did you graduate?	Major/Degree
High School				
College				
Graduate School				
Trade School				

III. EMPLOYMENT

Employer	Dates of Employment
Job Title	Phone
Supervisor's Name	Address

IV. VOLUNTEER POSITION

1. Please indicate which volunteer position you are interested in: ___ Helpline Advocate

Note: VPE positions are limited and only open for applications in the summer. The next training group will begin Summer of 2010.

2. Are you interested in using this as an internship experience? yes no

2a. If yes, please provide the following information:

School _____ Program _____ Class _____

Hours Needed _____ Supervisor/Professor Name and Email _____

3. Are you willing to give the required one-year commitment to the program? _____

4. How did you hear about these volunteer opportunities? (check all that apply)

Resource Table Class Presentation Campus Poster/Flyer Orientation

Current/Former Volunteer PCA Website Other _____

V. PERSONAL INFORMATION

1. List any special skills you possess that would be an asset to our program.

2. Are you fluent in any languages?

3. Computer applications/office skills:

4. Please rate yourself from 1-10 (1 is low and 10 is high) in each area listed below.

Presentation skills: _____ Leadership: _____ Verbal communication abilities: _____

Commitment and follow-through: _____ Comfort level with topics of gender violence: _____

5. Have you ever been a victim/survivor of interpersonal violence? yes no

How do you feel this might help and/or interfere with your role as a volunteer?

6. *FOR HELPLINE APPLICANTS ONLY:*

Do you have access to transportation if you were needed to respond on-scene? yes no

VI. BACKGROUND INFORMATION

1. Have you ever been arrested or charged with anything other than a minor traffic offense? yes no

If yes, please explain:

2. Have you ever been convicted of a felony? yes no

If yes, please explain:

3. Do you use alcohol and/or habit forming drugs excessively or regularly? yes no

If yes, please explain:

4. Have you ever had a protection order against you? yes no

If yes, please explain:

5. Do you consent to a criminal background check? yes no

6. Have you lived in a state other than Colorado since you were 18 years old? yes no

If yes, please list:

STATE / DATES

STATE / DATES

_____	_____	_____	_____
_____	_____	_____	_____

VII. PERSONAL REFERENCES

Please provide three personal references:

(Please do not include relatives, and please include one employer or educator.)

NAME

RELATIONSHIP

PHONE

1. _____
2. _____
3. _____

VIII. SHORT ANSWER RESPONSE

Only members of The Phoenix Center at Auraria will review this application and all information provided will be kept confidential.

****PLEASE TYPE YOUR RESPONSES TO THE FOLLOWING QUESTIONS AND
RETURN THEM WITH YOUR COMPLETED APPLICATION****

Responses should be no longer than 3 pages, double-spaced.

1. Why do you want to serve as a volunteer for The Phoenix Center? Please address the specific volunteer position that you are applying to.
2. What skills or interests would you like to develop or learn more about?
3. If someone asked you, "Why are women the primary victims of interpersonal violence?", what would you say?
4. Describe a situation(s) where you have or wish you had challenged people who say racist/classist/sexist/homophobic comments or jokes. What did you say (or not say), and why?
5. Describe how you develop and maintain support systems.

IX. EMERGENCY CONTACT INFORMATION

NAME	RELATIONSHIP
ADDRESS	EVENING PHONE: DAYTIME PHONE: CELL PHONE/PAGER:

X. VOLUNTEER APPLICANT'S STATEMENT

By signing below, I certify that the information on this application is complete and true to the best of my knowledge. I understand that discovery of misrepresentation or omission of facts could be cause for immediate dismissal or disqualification from the application process. I authorize The Phoenix Center at Auraria (PCA) to investigate all statements contained in this application for volunteer services, as well as my character and qualifications. I authorize PCA to contact any of my references for full information. I authorize all listed references to provide PCA with information requested in the inquiry of my character and qualifications. I understand that a criminal record check will be conducted on my background.

APPLICANT'S SIGNATURE

DATE

CLOSING REMINDERS

1. Send completed application to: The Phoenix Center at Auraria
c/o Aneesha Bharwani
Campus Box 196
P.O. Box 173364
Denver, CO 80217-3364

Or, email your application to: Aneesha.Bharwani@ucdenver.edu

Or, drop your application off at our office: **Tivoli 259**
2. Completed applications are due by **SEPTEMBER 7th**.
3. The application process is selective. If your written application is selected, you will be contacted to set up a time for an interview. If selected for the training, you must attend the ENTIRE training session.
4. All volunteer opportunities are contingent upon successful completion of a background check.

THANK YOU FOR YOUR INTEREST IN THE PHOENIX CENTER AT AURARIA VOLUNTEER PROGRAM.
Please contact Aneesha.Bharwani@ucdenver.edu if you have additional questions.