



Dear Prospective Helpline Volunteer,

Thank you for your interest in being a volunteer with The Phoenix Center at Auraria (PCA). At the PCA, we are committed to eliminating relationship 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!

Helpline Advocates:

The PCA 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 one 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 open to all Auraria Campus students, faculty, and staff, as well as alumni and other community members.

All volunteers are required to attend a 40-hour training program 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 Associate Director. All exceptions must be requested and approved in advance.

The 2012 training session is scheduled for the following dates:

ALL HELPLINE VOLUNTEERS MUST ATTEND EVERY SESSION LISTED BELOW:

Monday, February 13 th	5:30pm-9:00pm	Wednesday, February 22 nd	5:30pm-9:00pm
Wednesday, February 15 th	5:30pm-9:00pm	Saturday, February 25 th	9:00am-6:00pm
Saturday, February 18 th	9:00 am-6:00pm	Monday, February 27 th	5:30pm-9:00pm
Monday, February 20 th	5:30pm-9:00pm	Wednesday, February 29 th	5:30pm-9:00pm

If after reviewing the volunteer job description, you decide that you would like to attend the training, please fill out the attached application and submit it to The Phoenix Center at Auraria, c/o Lisa Ingarfield, by **Wednesday, February 1st, 2012**. 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 and volunteer opportunities, please visit our website at www.thepca.org.

The Phoenix Center at Auraria Volunteer Helpline Advocate Application

APPLICATIONS ARE DUE BY February 1st, 2012

I. PERSONAL INFORMATION

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

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

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

6. Date of Birth: __/__/__
mm dd yy

II. VOLUNTEER POSITION

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

2. If yes, please provide the following information: Program _____ Class: _____
Hours Needed _____ Supervisor/Professor Name and Email _____

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

4. I understand that being on call means that I am available 24/7 and am able to take shifts during the week, on weekends, and on holidays: yes no

5. 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 _____

III. EDUCATION

Name of School	# of years completed	Did you graduate?	Major/Degree

IV. EMPLOYMENT

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

V. ADDITIONAL 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. 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. REFERENCES

Please provide three references: *(Please do not include relatives and friends. 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 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 at Auraria?
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.

PLEASE ATTACH A SEPARATE PAGE WITH YOUR RESPONSES TO THE ABOVE QUESTIONS.

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 Associate Director
Campus Box 196
P.O. Box 173364
Denver, CO 80217-3364

Or, email your application to: pcauraria@gmail.com

Or, drop your application off at our office: **Tivoli 227**
2. Completed applications are due by **February 1st, 2012.**
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 **ALL** eight training sessions.
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 pcauraria@gmail.com if you have additional questions.