

Application for Internship/Volunteer Placement

Welcome! Thank you for your interest in volunteering/interning with us. This application is the first step in learning how your skills will best fit with our organization.

PLEASE ATTACH A COPY OF YOUR RESUME

Name:		Date:	
Telephone:		Date of Birth:	
Email: (Required)		Alternate Telephone:	
Mailing Address:			
What is/was your occupation?			
How many hours per week can you intern/volunteer?			
What days and times are you available?			
Are you willing to work on an "on-call" basis?			
Do you have transportation?			
Emergency Contact Name & Telephone Number:			
INTERNS ONLY	What school and program do you attend?		
	Anticipated Graduation?		
	Faculty Contact:		
VOLUNTEERS ONLY	How did you learn about Safe Homes?		
	Why do you want to volunteer for Safe Homes?		

Safe Homes operates several programs. The Nonresidential Program and Family Justice Center are based in Newburgh and serves people who are living in their own community. In addition, there is always a need for administrative support in our Executive Office.

Safe Homes has a 17 bed shelter in Orange County. In the shelter, interns and volunteers can be scheduled anywhere between 9 a.m. and 9 p.m. on weekdays. There is no 'minimum' amount of time you can work-some people come for a reliable hour per week and others come 4, 20, or even 40 hours a week. Interns who want to work in the shelters are required to meet with the Director of Residential Services to secure their placement.

All volunteers and interns must complete 30-hours of agency run training, in addition to post-training shadowing. Participants learn about domestic violence issues, human trafficking, shelter operations, nonresidential services, advocacy, hotline calls, listening skills, and more.

SEE NEXT PAGE FOR PLACEMENT OPTIONS

PROGRAM PLACEMENT OPTIONS: Please reflect on the kinds of experiences you want to get out of your association with Safe Homes of Orange County. We will try to place you in the setting that best meets both your needs and that of the agency.

- Administrative Support (Executive Office)-Help with mailings, special event preparation, copying, filing, answering phones, data entry, folding brochures, clerical tasks, etc.
- Care for Children (Nonresidential and Shelter programs)-Work with children in structured play activities while their moms are attending support group on the same premises; mentor children with their families. Weekday evenings.
- Cooking-Prepare an evening meal for shelter residents, including participation in clean-up afterwards. Food and kitchen facilities provided.
- Holiday Support (All Programs)-Lend a hand from Thanksgiving throughout New Year's responding to callers, helping pick up and organize donations, matching gifts with 'wish lists,' tracking donor information, helping with acknowledgements, etc.
- Maintenance and Upkeep- If you can do odd jobs, mow a lawn, paint a room, repair an appliance, and generally be on-call for help with minor office upkeep and maintenance, we need you.
- Moving-On an on call basis, help women move furniture and belongings to their new apartment.
- On Call Advocacy (Nonresidential Program) - Provide support and advocacy for victims filing protective orders against an abuser or making an appearance at family court. Good for those with open schedules who can be available on an "on call" basis
- Shelter Support- The optimum shelter volunteer will be able to offer a regular weekly schedule. Duties include answering the hotline, conducting intake and discharge interviews preparing rooms for occupancy, helping with practical needs in residence and advocacy-such as accompanying clients to Family Court or Social Services.
- Special Projects-Help us with special events such as Fundraisers, distribution of literature, staffing informational booths, etc.
- Staff Meeting Support-Answering hotlines and door during training times, and additional dates staff may be attending trainings.
- Translation-Provide help with non-English speaking or deaf and hard of hearing clients
Language(s) you can help with: _____
Level of fluency (speak, read, write): _____
- Other: Are there other special skills or services that you would like to offer Safe Homes of Orange County? Please Specify:

Authorization for Background Check

During the application process for volunteering with Safe Homes of Orange County, I hereby authorize Safe Homes of Orange County to procure a criminal background report, sexual offender report and motor vehicle report. These reports may be compiled with information from credit bureau, court record repositories, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation include information bearing on my character, general reputation, personal characteristics or mode of living.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Social Security Number: _____

Date of Birth: _____

Driver's License ID#: _____

Issuing State: _____

Address: _____

**Send completed Application, Resume, and Background Check
Authorization to:**

Safe Homes of Orange County
P.O. 649
Newburgh, NY 12550

Or via email to: admin@safehomesorangecounty.org

INTERNSHIPS

Students interested in an internship opportunity with Safe Homes of Orange County should also submit a cover letter via email to:

admin@safehomesorangecounty.org

Please address the following in your cover letter:

- Why are you interested in interning at Safe Homes of Orange County?
- What internship focus area are you interested in?
- What is your area of study and how does it relate?
- The beginning and end dates you are requesting for your placement, the amount of hours per week you are requesting, and whether or not you are seeking school credit.

Applications will be reviewed on an ongoing basis. Trainings are typically scheduled for **January, June and September**.

Volunteer applicants will be contacted between 4-6 weeks prior to the soonest training after their application is received.

Internship applicants will be contacted as soon as possible after completed application, cover letter and resume are received.