



Women's  
Resource Center

*"Where Healing and  
Empowerment Begin"*

**PO Box 1476  
Beckley, WV 25802**

**Phone:  
304-255-2559**

**Fax:  
304-255-1585**

**Toll Free:  
1-888-825-7836**

**Email:  
help@wrcwv.org**

**Website  
www.wrcwv.org**

### **OUTREACH OFFICES**

**RALEIGH COUNTY  
304-255-4066**

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**FAYETTE COUNTY  
304-574-0500**

**SUMMERS COUNTY  
304-466-2226**

**NICHOLAS COUNTY  
304-872-7875**

# WOMEN'S RESOURCE CENTER VOLUNTEER APPLICATION

## **GENERAL INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ (AM) \_\_\_\_\_ (PM) \_\_\_\_\_ (CEL)

Best Time to Contact You: \_\_\_\_\_ (AM or PM) Date of Birth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Relationship) \_\_\_\_\_ (Telephone)

Are you a student? (Circle One) High School College Other

If yes, what is your current field of study? \_\_\_\_\_

## **PERSONAL INFORMATION:**

Have you ever been convicted of a felony? YES NO (circle one)

If yes, please explain: \_\_\_\_\_

What interested you in volunteering with the Women's Resource Center?

\_\_\_\_\_

How much time are you able to devote to your volunteer work?

\_\_\_\_\_ Hrs/Week \_\_\_\_\_ Hrs/Month \_\_\_\_\_ Special Events \_\_\_\_\_ Other

What type of volunteer activities interest you? \_\_\_\_\_

\_\_\_\_\_

*(For example: Office/Clerical, Housekeeping, Clothing/Donation Assistance, Special Events/Activities, Assisting Outreach Staff, Kitchen, Cleaning, Adult Activities, Child Activities, Assisting Shelter Staff, etc.)*

## **PREVIOUS VOLUNTEER EXPERIENCE:**

Organization: \_\_\_\_\_ Year(s) \_\_\_\_\_

Volunteer Role \_\_\_\_\_

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Volunteer Role \_\_\_\_\_

Organization: \_\_\_\_\_ Year(s) \_\_\_\_\_

Volunteer Role \_\_\_\_\_

## **PREVIOUS WORK EXPERIENCE:**

Employer: \_\_\_\_\_ Year(s) \_\_\_\_\_

Position/Title \_\_\_\_\_

Employer: \_\_\_\_\_ Year(s) \_\_\_\_\_

Position/Title \_\_\_\_\_

Employer: \_\_\_\_\_ Year(s) \_\_\_\_\_

Position/Title \_\_\_\_\_



Women's Resource Center

### IMPORTANT NOTICE TO VOLUNTEERS:

Due to the nature of the services we provide for victims of domestic and sexual violence, and to ensure the safety of all Staff, volunteers and residents, it is the policy of Women's Resource Center that finger printing and criminal background checks be completed for all volunteer applicants.

Direct services to victims of domestic and sexual violence may only be provided by credentialed and certified Women's Resource Center staff. WRC Volunteers do not provide direct services. Direct services include, but are not limited to, crisis intervention, crisis counseling, individual and group counseling, individual and group support, case management and legal advocacy.

### REFERENCES:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ (AM) \_\_\_\_\_ (PM)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ (AM) \_\_\_\_\_ (PM)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ (AM) \_\_\_\_\_ (PM)

*I authorize WRC to contact listed references. I understand that the misrepresentation or omission of information requested is just cause for non-selection as a volunteer. I waive any right to review these references.*

Applicant Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Please return this volunteer application to: Women's Resource Center, Attention: Patricia Bailey, Executive Director, PO Box 1476, Beckley, WV 25802. Phone 304-255-2559 Fax 304-255-1585

**Volunteers are critical to WRC's success and are essential to our organization's day-to-day operations. Thank you so much for considering volunteering with us.**

We hope that our attached sample listing of volunteer opportunities is helpful and that you are able to select an opportunity you will enjoy. If you have other volunteer opportunities in mind that are not on the sample listing, please let us know. If possible, we will make every effort to accommodate your request.

**Thank you again for considering volunteering for Women's Resource Center.**



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The following is not an exhaustive listing of volunteer opportunities available, but hopefully can be used as a guide to indicate the type of services needed.

### OFFICE:

- Answering Phones
- Copying
- Filing
- Shredding
- Running Errands (Post Office, etc.)

### KITCHEN:

- Prepare meals
- Organize food pantry
- Store groceries

### CLOTHING ROOM:

- Inventory clothing
- Fold or hang clothing
- Store out of season clothing
- Maintain clothing room

### IN-KIND DONATIONS:

- Assist with household, children and adult donated items
- Inventory donated items
- Place donated items in proper storage units
- Organize items in storage building

### COMMUNITY EDUCATION:

- Copy handouts for community presentations and trainings
- Distribute educational and other materials to various organizations, businesses and communities

### HOUSEKEEPING:

- Cleaning shelter rooms and offices
- Cleaning shelter in general including toys, cabinets, floors, walls, etc.

### ASSIST SHELTER STAFF:

- Coordinate housekeeping responsibilities of clients
- Assist shelter monitor with paperwork, etc.

### CHRISTMAS

#### SPECIAL HOLIDAYS & EVENTS:

- Inventory donated gifts
- Coordinate and wrap gifts
- Prepare food boxes and gifts for non-residents

#### ACTIVITIES WITH ADULTS:

- Arts/Crafts
- Sewing/Mending/Knitting
- Games
- Exercise Groups
- Dance Groups
- Haircuts
- SPA day - facials, manicures and pedicures
- Basic Computer Classes

#### ACTIVITIES WITH CHILDREN:

- Care for children while mothers are conducting business outside of shelter
- Structured activities during weekly support group at Beckley Outreach Office
- Structured activities with teenagers
- Mentoring children
- Special Movie/Meal Night