

# Women's Center

## Volunteer/Intern/Fieldwork Application

### ***Applicant Information:***

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ***University Status:***

1st yr     2nd yr     3rd yr     4th yr     Grad     Other

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

### ***Background Information:***

Are you volunteering for a class requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

Internship \_\_\_\_\_ Other \_\_\_\_\_

How many hours are you willing to work per week? \_\_\_\_\_

Have you taken any Women's Studies or other related courses (not required)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list: \_\_\_\_\_

### ***References:***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

How are you acquainted with this person? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

How are you acquainted with this person? \_\_\_\_\_

*Please type your responses to the following questions on a separate sheet of paper and submit with the application. (Please include the questions with your responses.):*

1. What interests you about volunteering at the Women's Center? Please provide details.
2. Have you had any previous experience with gender related issues? (e.g. activism, work related, volunteering, etc.) If so, what kinds of activities were you involved with?
3. Skills/Relevant Work/Volunteer Experience:
4. Are you or have you been involved in any student organizations on campus or in high school?

5. As a volunteer at the Women's Center you will be participating in the Women's Leadership Program. What do you think will be beneficial about participating in this program?
6. Please add any additional information you would like us to consider:

### **Computer Skills/Knowledge**

*(Please check all programs that you are comfortable using)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Microsoft Word       | <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Facebook         |
| <input type="checkbox"/> Microsoft Excel      | <input type="checkbox"/> Internet            | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Myspace             |   |

### **What topics would you like to learn more about?**

*(check top 3 interests)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Body Image     | <input type="checkbox"/> Violence Against Women | <input type="checkbox"/> Discrimination     |
| <input type="checkbox"/> Diversity      | <input type="checkbox"/> Eating Disorders       | <input type="checkbox"/> Self-Esteem Issues |
| <input type="checkbox"/> Media Literacy | <input type="checkbox"/> Parenting              | <input type="checkbox"/> Pay Equity         |
| <input type="checkbox"/> Safety Issues  | <input type="checkbox"/> Reproductive Rights    | <input type="checkbox"/> Feminism           |
| <input type="checkbox"/> Women's Health | <input type="checkbox"/> Work/Life Balance      | <input type="checkbox"/> Gender Issues      |

### **Special Projects/Committees**

*(check top 2 interests)*

- Love Your Body Day/Eating Disorders Awareness Week (October & February)
- Domestic Violence Awareness Month/Women's History Month (October & March)
- Vagina Monologues (February)
- Women On Wednesday (Fall & Spring)
- Other \_\_\_\_\_

<p>Office Use Only:</p> <p>____ Completed Training/Orientation Date: _____</p> <p>____ Read WC Handbook</p> <p>____ Read Resource Manual</p> <p>____ Signed Confidentiality Statement</p> <p>____ Completed Exit Interview and Evaluation</p>
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## **Volunteer Bill of Rights & Responsibilities**

We believe all volunteers have:

- The right to be regarded as a professional and treated with respect.
- The right to receive training, and be provided with tasks appropriate to current skill level, ability and experience.
- The right to make well-intended mistakes, and be allowed to learn from them through guidance.
- The right to be kept well-informed and provided with clear, consistent feedback; both constructive and complementary.
- The right to ask questions and seek guidance or direction when necessary; and to be given support.
- The right of access to resources, materials, instruction, equipment, and a comfortable place in which to work.
- The rights to give input, participate, and feel included.
- The right to give recognition and praise for a job well done.

We believe all volunteers have:

- The responsibility to maintain the confidentiality of all Women's Center visitors.
- The responsibility to listen to Women's Center visitors and provide them with options without giving advice.
- The responsibility to attend all mandatory training sessions offered through the Women's Center.
- The responsibility to know and practice Women's Center policies.

## Student Job Description for Volunteers

*Women's Center Mission Statement: To promote women and respond to issues affecting the status of women on campus and in the larger society.*

The following tasks contribute to the overall mission of the Women's Center:

♀ **Phones & Reception Area**

- Answer phones; provide information and direct calls to other staff.

♀ **Campus Deliveries**

- Walk priority mail to other offices.
- Deliver time sheets to payroll.
- Pick up printing or supplies.

♀ **Posters**

- Hang posters throughout campus (maps and other information available to help you).

♀ **Mailings**

- Under staff supervision, apply labels, organize envelopes and prepare Women's Center mailings.

♀ **Cleaning**

- Wipe off desks and tables once a week.
- Clean program room: wipe off furniture including chairs, dust window sills, etc.

♀ **Help People Using Resource Library**

- Outline types of resources and information available and explain policies such as copy and checkout procedures.

♀ **Library Topic Files**

- Clip Articles out of University Chronicle and St. Cloud Times about Women's Center events or current relevant controversies.
- File materials in scrapbook or other appropriate file.

♀ **Maintain Resource Library**

- Straighten shelves and re-shelve books.
- Catalogue new books/write paragraph description for annotated bibliography.
- Organize brochure rack.
- Keep tables, shelves free of clutter.
- Clean shelves, tables and file cabinets.

♀ **Committee Work**

- Serve on committees such as Women on Wednesday, National Women's History Month, Love Your Body, Domestic Violence Awareness, etc.

♀ **Special Projects**

- Special projects are constantly being developed. For example: creation of a brochure listing female physicians in the St. Cloud area; development of a display for National Women's History Month for display cases in Miller Center; and organizing other events.

♀ **Publicize Events**

- Make posters to advertise Women's Center events.
- Reserve space in Atwood for Women's Centers posters.
- Take posters to Atwood and post on easels (by 8:00-8:30 a.m. on day of event).
- Prepare an advertisement for Promo TV.

♀ **Bulletin Boards**

- Keep Women's Center bulletin boards neat and up-to-date.
- Remove outdated flyers, program announcements, etc.

**Gender Violence Resource Office**

- ♀ Assist with coordinating the Respect and Responsibility (R&R) Workshop.
- ♀ Summarize R&R evaluations (instructions available).
- ♀ Work with CAASA (Campus Advocates Against Sexual Assault).