



Women Helping Battered Women

PO Box 1535, Burlington, VT 05402 Office (802) 658-3131 Fax (802) 658-3832 Hotline (802) 658-1996 (TDD)

Fall 2011

Dear Prospective Volunteer or Intern,

Thank you for your interest in Women Helping Battered Women. We are a Non-Profit agency that has provided support and advocacy to individuals and families who have experienced domestic abuse for over 36 years. We truly value the devotion of our volunteers, and understand that we would not be able to do this work without them. After we receive your completed application, you will be contacted for a phone interview, and depending on your program of interest you may also be invited for an in-person interview.

It is recommended for anyone considering a volunteer position at WHBW to attend a Volunteer Orientation held three times a year. All prospective direct-service volunteers *must* attend 20 hours of Victim and Crisis Worker Privilege training. We make a large effort to accommodate any and everyone interested in volunteering, however we need to maintain reasonable expectations of our staff's ability to supervise. Volunteers will be asked to fill out appropriate background checks for their program of interest.

We ask for a donation of \$25 from each volunteer to help compensate for the cost of training materials and space. We are now accepting court-ordered volunteers for select positions. *It is important to note that we will accept volunteers regardless of their ability to contribute at this time and would be happy to set up a payment plan if necessary. It is also important to note that we accept volunteers based on their ability to perform the job requirements, and we do not discriminate against one's race, ethnicity, sexual orientation, social class, and/or religious affiliation.*

Enclosed you will find a copy of our volunteer/intern application. We ask that Direct Service internships be at least one year. Students looking for a one semester internship may still apply for non direct service positions.

If you have any further questions after reviewing the attached materials, please feel free to contact us. From all of us at WHBW, we thank you for supporting our mission and we look forward to hearing from you soon.

Sincerely,

Joanne B.
Office Assistant
802-658-3131 ext. 1076
joanneb@whbw.org

Michelle H.
Hotline and Volunteer Manager
802-658-3131 ext. 2015
michelleh@whbw.org





Women Helping Battered Women
 P O Box 1535, Burlington, VT 05402
 Office: 658-3131 Hotline: 658-1996
 Website: www.whbw.org Email: whbw@whbw.org

Official use only:			
CC'd: EB	MM	JD	KR/DVP
ABV	JB	DM	IS
	WB	TP	
Accepted	Declined		
Deferred	Prog. Assigned		
Date			

Volunteer Application

Name: _____ Date: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip Code: _____

Phone: Home: _____
 Work: _____ (If you prefer not to be contacted at work, please leave blank).
 Cell: _____

E-mail: _____

Are you currently a student? _____ If so, where? _____

Major: _____ Expected month/year of graduation: _____

Are you interested in an Internship with WHBW? _____

College Requirements: # of hours: _____ # of semesters: _____

Other Academic Requirements: # of hours/semesters: _____

Details: _____

How did you learn about Women Helping Battered Women?: _____

Please list your employment for the last three years: _____

Are you interested in employment opportunities with WHBW?: _____

Organizations in which you are active: _____

Do you have any previous volunteer or work experience in the area of domestic violence? If so, please describe: _____

Please list any skills, interests and/or training that you would bring to WHBW:

What do you hope to gain from a volunteer experience at WHBW?:

Please write in the name of the volunteer programs you are interested in:

Program choice: 1st choice: _____

2nd choice: _____

How many 4-hr shifts per month can you donate to WHBW? (Circle one)

1 2 3 4 more than 4

Block off with an X your preferred shift(s) on the grid below.

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday	Sunday
9-1							
1-5							
5-9							

What date following the training can you actually begin?: _____

Please list the names and telephone numbers of two character references. Please include an employer, teacher or supervisor. Please do not include close friends or relatives.

Name:

Phone #:

Relationship:

Is there anything else you would like us to know?

Please return your completed application to:

WHBW, P.O. Box 1535, Burlington, VT 05402 or email it to: joanneb@whbw.org

Once your application is received, it will be forwarded to the appropriate program coordinator and they will contact you directly to discuss further details.

*We are now accepting court-ordered volunteers for select positions.

Thank you for your interest in Women Helping Battered Women!

Frequently Asked Questions:

I am interested in volunteering. What is the process to apply?

Our application process is as follows:

When we receive your completed application it is forwarded to the coordinator for the program you selected as your first choice. The coordinator will contact you directly to discuss the position in further detail and to schedule an interview. Moving around within our programs is common.

Any person wishing to volunteer in a Direct Service Programs (shelter, hotline, legal + economic justice or children's), or on our Board, must complete our 20 hours of Victim and Crisis Worker Privilege. For persons wishing to volunteer in our business office, or on our Finance, Fundraising, or other sub-committees, you must complete our orientation process.

Can I get academic credit for my work?

Internships are offered in all of our programs. To avoid confusion, we generally use the term volunteer to describe our positions. However, if you are interested in an internship position, there is a place on the application to note that.

Is childcare provided for my children while I volunteer?

No, we are unable to offer childcare for volunteer hours. However, we do provide childcare during the training sessions if arranged in advance. For select volunteer positions, we allow you to bring your child to your volunteering. For these positions, we ask that you sign a waiver accepting responsibility for the care of your child.

Are there any financial costs associated with volunteering?

Volunteers are asked to donate \$25.00 to offset the cost for training materials. We do not turn volunteers away if they cannot afford this contribution.

Can men volunteer?

Yes. Men are encouraged to volunteer in education, fundraising, and in our committees as well as for other work not related to the shelter.

What are my rights and responsibilities as a volunteer?

All volunteers agree to adhere to the mission and philosophy of the agency. Maintaining confidentiality and the physical and emotional safety of the women and children we serve are the central goals that guide our work.

What is Victim and Crisis Worker Privilege?

Victim and Crisis Worker Privilege is a 20 hour training based on the Vermont Confidentiality Statute that is defined as follows:

§ 1614. Victim and crisis worker privilege

(a)(1) "Crisis worker" means an employee or volunteer who:

(A) provides direct services to victims of abuse or sexual assault for a domestic violence program or sexual assault crisis program incorporated or organized for the purpose of providing assistance, counseling or support services;

(B) has undergone 20 hours of training;

(C) works under the direction of a supervisor of the program, supervises employees or volunteers, or administers the program; and

(D) is certified by the director of the program.

(2) A communication is "confidential" if not intended to be disclosed to third persons other than those to whom disclosure is made in furtherance of the rendition of services to the victim or those reasonably necessary for the transmission of the communication.

(b) A victim receiving direct services from a crisis worker has the privilege to refuse to disclose and to prevent any other person from disclosing a confidential communication made by the victim to the crisis worker, including any record made in the course of providing support, counseling or assistance to the victim. The crisis worker shall be presumed to have authority to claim the privilege but only on behalf of the victim. (Added 1993, No. 228 (Adj. Sess.), § 8.)