

AWCA VOLUNTEER APPLICATION

About AWCA

The AWCA (Asian Women's Christian Association) is a 501(c)(3) not-for-profit organization operated by funds raised through grants, charity events, and donations. With a strong emphasis on community outreach, the AWCA continually provides much needed behavioral health, social welfare, health awareness, educational, and senior services for the Asian-American community.

Our mission statement: *The AWCA is centered on the love of Christ, and through our work we provide Asian women and their families the resources to become healthy, contributing members of society. We accomplish this through our counseling, education, social services, and homecare program.*

Volunteer Opportunities

The AWCA offers a wide variety of volunteer opportunities, ranging from office work to working with children to serving at our senior centers. We are confident that you will find a volunteer position suited to your own strengths and interests!

Senior Center

The AWCA serves the senior citizens in our community through our Korean, Chinese, and Japanese Senior Centers. Each Senior Center meets every week, offering a variety of activities that promote active, healthy, and independent lifestyles. We are seeking volunteers to teach class (ESL, Computers & Smartphones, U.S. Citizenship), serve lunch, man the welcoming table, and help with the general operations of the Senior Centers. If you have a skill that you would like to share with our seniors, we welcome you to apply to join our team!

- Fall and Spring semesters
- Korean Senior Center: Mondays, Tuesdays, and Wednesdays, 8:30am – 1:30pm
- Japanese Senior Center: Thursdays, 8:30am – 1:30pm
- Chinese Senior Center: Fridays, 8:30am – 1:30pm

Study Hall

The AWCA Study Hall is a tutoring and mentoring program for students in grades 4 through 8 of low-income families. The objective of this program is to promote academic success through tutoring and to provide guidance through mentoring. Volunteers will lead tutoring sessions or serve as assistants based on their skills and experience.

- Dates pending

SAT Scholarship Class

The AWCA SAT Scholarship Class provides high-quality SAT prep free of charge to students of low-income families. During this five-week course that is offered every summer, students spend their time learning building and honing their knowledge so that they will be fully prepared for their exam.

Volunteer teaching assistants (TAs) grade papers, score practice tests, and share their own knowledge and experience with the students.

- Summer 2018: Tuesday through Friday, July 3 – 27, 9:30am – 4:30pm

Angel School

The Angel School is a Korean School for Korean adoptee and their adoptive families, but more than that, it is a safe place for children adopted from Korea to explore their Korean identity and have their families join them on this journey. Children and parents learn the Korean language and about Korean culture through cooking class, arts & crafts, and more. Volunteers at the Angel School teach Korean, serve as teaching assistants, and become mentors as part of the Angel Family!

- Fall and Spring semesters: Every other Saturday, 9:40am – 12:30pm

AWCA Office

If you want to learn more about the operations of a non-profit organization, we encourage you to apply for a volunteer internship at the AWCA Main Office! We welcome volunteers of all ages, backgrounds, and walks of life!

- Office Hours: Weekdays, 9am – 5pm
- Additional hours (nights, weekends) may be required for special events, trainings, etc.
- Office Location: 9 Genesee Ave. Teaneck, NJ 07666

Additional Details

Not only do AWCA volunteers gain valuable experience working with people from all walks of life through our programs, but all our volunteers are added into our network, which allows them to have first access to AWCA news and events. Additionally, volunteers who qualify will receive the President's Award for Volunteerism through the AWCA. Qualified students receive volunteer hours for college applications, and may submit an official request to the Main Office for letters of recommendation.

Please be advised that applicants may be invited to interview with the Main Office for a complete qualifications assessment to be performed. Accepted applicants must complete an orientation course to be fully accepted into the AWCA volunteer network.

Contact

For more information about how you can join our team of volunteers, please contact us at info@awcanj.org or (201) 862-1665.

Please send your complete volunteer application packet to us by:

- Email** info@awcanj.org
Subject Line: "AWCA Volunteer Application"
- Mail** AWCA
9 Genesee Ave.
Teaneck, NJ 07666
- Fax** (201) 862-1662
Include Cover Sheet with Subject Line: "AWCA Volunteer Application"

Your application may take up to several days to be processed and reviewed by our Main Office. Our staff will contact you via your preferred method of contact upon receipt of your application. Please note that due to the high volume of volunteer applications and limited volunteer positions, your application may be placed on a waiting list until further notice.

AWCA VOLUNTEER APPLICATION FORM

Please type or write legibly in blue or black ink. Only complete application packets will be considered. Please keep a copy of your application for your own records, as it will not be returned to you. Thank you for your interest in volunteering with the AWCA and we look forward to hearing from you!

Name: _____ Nickname: _____
First Last

Gender: Male Female Birthdate: _____

Address: _____
Street

City State Zip

Phone: _____ Email: _____

Preferred Method of Contact: Phone Text Email Other: _____

Emergency Contact: _____
Name Phone Number Relationship

I am interested in the following volunteer opportunities (please rank your top 3 choices):

- | | |
|------------------------------|-----------------------------|
| _____ Korean Senior Center | _____ SAT Scholarship Class |
| _____ Japanese Senior Center | _____ Angel School |
| _____ Chinese Senior Center | _____ AWCA Main Office |
| _____ Study Hall | |

I have the following skills (please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Proficient/fluent in Korean | <input type="checkbox"/> Developing Programs | <input type="checkbox"/> Working with senior citizens |
| <input type="checkbox"/> Proficient/fluent in Chinese | <input type="checkbox"/> Executing Programs | <input type="checkbox"/> Working with youth |
| <input type="checkbox"/> Proficient/fluent in Japanese | <input type="checkbox"/> Conducting Evaluations | <input type="checkbox"/> Working with young children |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Communications | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Following directions | <input type="checkbox"/> Public Relations | _____ |

My availability is as follows (please be as detailed as possible):

- Example:* Morning 9am – 11:30am Afternoon 2:30pm – 3pm Evening _____
- Monday: Morning _____ Afternoon _____ Evening _____
- Tuesday: Morning _____ Afternoon _____ Evening _____
- Wednesday: Morning _____ Afternoon _____ Evening _____
- Thursday: Morning _____ Afternoon _____ Evening _____
- Friday: Morning _____ Afternoon _____ Evening _____
- Saturday: Morning _____ Afternoon _____ Evening _____

Personal Statement

Your personal statement is your opportunity to tell us about yourself—your hopes, ambitions, life experiences, inspirations. As you respond, please consider and reflect on how your goals align with the AWCA’s purpose and mission statement. Your response should be between 500 to 1,000 words total. Responses much shorter or longer than this limit will not be considered. You may write your personal statement in English and/or Korean.

Though we do not prescribe a specific prompt, we suggest you reflect on the following before writing your personal statement:

- Why do I want to volunteer with the AWCA?
- Why do I want to volunteer for the specific programs that I specified in my application form?
- What are my hopes and dreams, and how will my experience volunteering with AWCA help me achieve them?

Application Packet Checklist

- Complete Application Form *Pages 3-4 of this application form, complete with your Signature of Certification below.*
- Personal Statement
- Resume *Comprehensive list of your education, past experiences (employment and/or extracurricular), skills, references, etc.*
- Recommendation Form and/or Letter *Please see the next page for Recommendation Guidelines.*

Signature of Certification

I hereby certify that the information provided in this application is true and accurate.

Name of Applicant (printed)

Signature of Applicant

Date

Parent/Guardian Consent for Minors

If you, the applicant, are currently under 18 years of age, you must have your parent or legal guardian review the following statement and provide his/her signature below.

Name of Applicant: _____

I understand that the above named minor wishes to be considered for volunteer work and I hereby give my permission for him/her to serve in that capacity, if accepted by the AWCA. I understand that he/she will be provided with any training necessary for the safe and responsible performance of his/her duties and that he/she will be expected to meet all the requirements of the position, including regular attendance and adherence to AWCA policies and procedures. I understand that he/she will not receive monetary compensation for the services contributed.

Parent/Guardian Name (printed): _____

Relationship to Volunteer: _____

Phone: _____ Email: _____

Parent/Guardian Signature: _____

Date: _____

Recommendation Form

At least one (1) recommendation is required for all applicants. Please have your recommender complete the following form and submit it to the AWCA Main Office by mail, fax, or email. We suggest receiving a recommendation from your employer, church pastor, volunteer supervisor, etc. We will not accept recommendations from a family member, relative, or personal friend/acquaintance.

Name of Applicant: _____

Name of Recommender: _____

Relationship to Applicant: _____

1. For how long and in what capacity have you known the applicant?

2. What 3 words would you use to describe the applicant? Please explain in detail.

3. What are the applicant's strengths and weaknesses? Please explain in detail.

4. How well does the applicant respond to feedback and/or criticism? Please explain in detail.

5. How does the applicant perform in group settings? Please explain in detail.

6. "I strongly recommend the applicant as a volunteer for AWCA."

1
Strongly Disagree

2
Disagree

3
Neutral

4
Agree

5
Strongly Agree

Please explain your choice.

7. Anything else you would like us to know about the applicant?

We may want to contact you for clarification purposes or to learn more about the applicant. If you are open to such communication, please provide your contact information below.

Phone: _____ Email: _____

Address: _____

I am available during the: Morning from ____ am to ____ am.

Afternoon from ____ pm to ____ pm.

Evening from ____ pm to ____ pm.

Please feel free to contact us with any questions or concerns: info@awcanj.org or (201) 862-1665.

Please sign and return this form directly to the AWCA Main Office by:

Email info@awcanj.org

Subject Line: "AWCA Volunteer Recommendation"

Mail AWCA

9 Genesee Ave.

Teaneck, NJ 07666

Fax (201) 862-1662

Include Cover Sheet with Subject Line: "AWCA Volunteer Recommendation"

Name of Recommender (printed)

Signature

Date