



## Family Partnership Volunteer/Intern/Service Learning Application

**Name:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability – Please indicate the days and times you are usually available to volunteer:**

\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact Information:

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

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Allergies(Medications/Food/Latex):** \_\_\_\_\_

**Medical Conditions:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

### Areas of interest:

- ☐ Child Development
- ☐ Family Programs
- ☐ Office Management
- ☐ Education
- ☐ Other: \_\_\_\_\_

**How did you hear of Family Partnership:** \_\_\_\_\_

**What is your previous work experience:**

\_\_\_\_\_

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**What are your interests:**

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**Training/Certifications:**

Do you have any CPR/AED certifications/training? ☐ Yes ☐ No

If so, please indicate certification type and expiration date: \_\_\_\_\_

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**Background Check:**

Have you ever been convicted of a crime? ☐ Yes ☐ No

If so, please explain. A conviction is not an automatic barrier to volunteering. Each situation will be individually assessed:

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**A 24-hour background check will be required for all volunteers/interns. Please provide your full name and date of birth so that we can complete this check:**

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**Please note that you must be 18 years of age to volunteer with Family Partnership.**

**By signing this document, you are agreeing to the background check requirement as part of the screening process for this volunteer/intern opportunity.**

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**Printed name**

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**Signature**

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**Date**

**Child Development Position**

This position would be supervised by the Child Development Supervisor and would be responsible for planning and implementing developmentally appropriate child development services. This may also include activities such as Pre-Denver screening and parent and child activities. Depending on the education and prior experience of the intern, conducting informal parent education, life skills, or health education group activities may also be part of the daily routine.

**Skills/Experience Needed:** Knowledge of early childhood via education and/or experience

**Family Programs Position**

This position would be supervised by the Family Programs Supervisor and/or Services Supervisor and would be responsible for the planning and implementation of the family-oriented programs including life skills, health education, and parent education group activities.

Conducting intakes/updates, family action plans, and other necessary service coordination with participants may also be a part of the college intern's experience. The high school intern would assist with calendar planning and preparation, confirming speakers, preparation for group activities, assistance with some group activity facilitation and other necessary support for family programs

**Skills/Experience needed:** Self-initiative, organization skills, human service volunteer experience or education helpful.

**Education Position**

This position would be supervised by an Adult Education Instructor and would be responsible for assisting with family education activities, development of contextual learning exercises, achievement tracking, tutoring, etc.

**Skills/Experience needed:** Organizational skills, adult learning principles, knowledge of adolescent behavior, successful high school experience.

**Office Management Position**

This position would be supervised by the Office Manager and would provide administrative, clerical, and customer service support to all FP staff. Reception, customer service and special projects make up the array of tasks of the Office Management Intern.

**Skills/Experience Needed:** Clerical skills, photocopying, MS Office, telephone and customer service, and organizational skills

**Director's Assistant Position**

This position would be supervised by the Director and would be responsible for assisting the Director with administrative responsibilities. These would include coordination of all marketing efforts, recruitment of additional volunteers, managing budgets, preparing correspondence, tracking referrals and conducting orientations, preparing management reports, conducting grant/foundation research, developing grant proposals, etc.

**Skills/Experience needed:** Organizational skills, Microsoft Word and Excel, knowledge of accounting/budget principles, marketing experience/education, public speaking, research experience helpful.