

Grace Smith House, Inc.
Volunteer/Intern Application

Name: _____ Date: _____ Age: _____		
Street Address: _____		
City _____	State _____	Zip _____
Home Phone: _____	Cell Phone: _____	Alt. Phone: _____
Email Address: _____		
Emergency Contact: _____		Emerg. Phone: _____
How many hours per week can you work? _____		
What days / times are you available? _____		
Can you work on an "on call" basis? _____		
School Attending (interns only): _____		
Degree Program: _____		Year Graduating: _____
Faculty Contact: _____		Contact Phone: _____
Prior work experience:		
Other volunteer or internship experiences:		
Interests, Skills, Hobbies:		
How did you learn about Grace Smith House?		
Why do you want to volunteer (intern) for Grace Smith House?		
AGENCY PROGRAMS:		
<p>Grace Smith House runs several programs. The Mary Lou Heissenbuttel Residence (MLHR) is a 20-bed shelter located in Poughkeepsie. The Northeast shelter is a 10-bed facility located in rural Dutchess County. The Nonresidential Program is based in Poughkeepsie and serves people who are living on their own in the community, as well as tenants of the agency's transitional housing apartments ("Brookhaven"). In addition, there is always a need for administrative support in our executive offices (copying, filing, running errands, helping with mailings and special events, etc.)</p> <p>In the shelters, interns and volunteers can be scheduled anywhere between 7 a.m. and 9 p.m. on weekdays. There is no "minimum" amount of time you can work – some people come for a reliable hour per week and others come for 4, 20, or even 40 hours a week. Interns who want to work in the shelters are required to meet with the appropriate Shelter Director to secure their placement.</p> <p>All volunteers and interns must complete a core 16-hour agency-run training. Participants learn about domestic violence issues, shelter operations, nonresidential services, advocacy, hotline calls, listening skills, and more. There is a separate, supplemental training for Nonresidential volunteers. Trainings run three times per year – in January, June, and September.</p>		
See next page for program placement options.		

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PROGRAM PLACEMENT OPTIONS Please reflect on the kinds of experiences you want to get out of your association with Grace Smith House. We will try to place you in the setting that best meets both your needs and the agency's.

- Administrative Support** (Executive Offices) – help with mailings, special event preparation, copying, filing, answering phones, data entry, clerical tasks.
- Care for Children** (Nonresidential and Shelter programs) – Work with children in structured play activities while their moms are attending support group on the same premises; mentor children with their families. Weekday evenings.
- Cooking** – Prepare an evening meal for shelter residents, including participation in clean-up afterwards. Food and kitchen facilities provided
- Holiday Support** – (All Programs) Lend a hand from Thanksgiving through New Year's responding to callers, helping pick up and organize donations, matching gifts with "wish lists," tracking donor information, helping with acknowledgements, preparing for our annual client party, etc.
- Maintenance and Upkeep** – If you can do odd jobs, mow a lawn, paint a room, repair an appliance, and generally be on-call for minor upkeep and repair, we need you.
- Moving** - On an on call basis, help women move furniture and belongings into a new apartment.
- On call advocacy** (Nonresidential Program) – Provide support and advocacy for victims filing protective orders against an abuser or making an appearance at family court. Good for those with open schedules who can be available on an "on call" basis.
- Shelter Support** – The optimum shelter worker will be able to offer a regular weekly schedule. Duties include answering the hotline, conducting intake and discharge interviews, preparing rooms for occupancy, helping with practical needs in the residence, and advocacy such as accompanying clients to Family Court or Social Services.
- Special Projects** – Help us with special events such as Fundraisers, distribution of literature, staffing of informational booths, etc.
- Staff Meeting Support** – Answering hotline and doors from 1:30-3:30 on Mondays (Nonresidential) or from 12:00–3:00 on Wednesdays (shelters).
- Translation** – Provide help with translation for non-English speaking or deaf and hard of hearing clients.

Language(s) you can help with: _____

Level of fluency (speak, read, write): _____

- Transportation:** On an on call basis, help transport residents to specific destinations.

- Other:** Are there other special skills or services that you'd like to offer Grace Smith House?

Please specify: _____

Send completed Applications to:

Grace Smith House, Inc.
ATTN: Volunteer Coordinator
P.O. Box 5205
Poughkeepsie, NY 12602

Or via email to: volunteering@gracesmithhouse.org