



**EDUCATION/SKILLS**

Please circle the highest level of education you have obtained?

High School Diploma/GED                      Associates/Vocational                      Bachelors                      Masters                      Doctorate

Are you currently enrolled in school?                      Yes                      No

School Name \_\_\_\_\_

Do you need to complete community service to fulfill school requirements?                      Yes                      No

**VOLUNTEER EXPERIENCE & AVAILABILITY**

Do you have previous volunteer experience?                      Yes                      No

Where: \_\_\_\_\_                      How Long: \_\_\_\_\_

Description:

Women of Power International Ministries is open Monday, Tuesday and Thursday 9:00 a.m. – 8:00 p.m., Wednesday and Friday 9:00 a.m. – 5:00 p.m. WOPIM is closed Saturday and Sunday. Considering WOPIM’s hours of operation, please identify the days and times you would be available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Do you want to volunteer for special projects that do not require a lengthy commitment?                      Yes                      No

Would you like to make a long-term commitment (serving at least 4 hours every month)?                      Yes                      No

If yes, please circle which commitment type will best suit your schedule:                      Weekly                      Monthly

What special skills, training, talents or interests would you like to share with WOPIM?

**Do you have any issues (like vacation) affecting your availability that you would like to share:**

**Please identify three areas in which you would like to volunteer:**

- Administrative – data entry, clerical support and phones.**
- Career Coach – help women write cover letters, resumes and assist them with their job searches.**
- Center Support – help women access services offered through the Lighthouse Women’s Resource Center.**
- Child Watch – watch children between 1 and 11 years of age while their mothers attend classes, seminars or receive counseling.**
- Legal Services**
  - Document Preparation – help women complete their legal documents (available only to paralegals or certified document preparers).**
- Mentor – assist women make a new start in life (requires a six month commitment).**
- Miscellaneous – janitorial, floor floater and gopher.**
- Publications – help produce, fliers, newsletters, magazines and other publications.**
- On-Call – must be available within one hour to staff reception, employment resources, library or for special events/projects.**
- Public Relations – speakers bureau, community events, fundraising and writing.**
- Reception – greet clients and guests, answer switchboard and provide tours.**
- Resource Development – grant writing and organization.**
- Self-Esteem – help women to build/rebuild their self-esteem (must be qualified).**
- Speaker/Presenter – present workshops for women on various topics (must be qualified).**
- Special Events – assist with various WOPIM events (may require Saturday availability).**
- Volunteer Coordination – help schedule and direct volunteers.**

**Why do you want to volunteer for Women of Power International Ministries?**

**ADDITIONAL INFORMATION**

**Please list two non-family references whom we may contact:**

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<b>Name</b>	<b>Contact Phone</b>
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<b>Name</b>	<b>Contact Phone</b>
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**Do you have access to reliable transportation?      Yes      No**

Please use this space to provide us with any additional information you think that WOPIM should know.

**OUR POLICY**

It is the policy of Women of Power International Ministries to provide equal opportunities regardless of race, color, religion, national origin, sexual preference age or disability.

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Believing that Women of Power has a real need for my services as a volunteer, I agree:

1. To treat every woman who utilizes Women of Power International Ministries' services with kindness and respect.
2. To keep all information about the clients we serve confidential.
3. To uphold the guiding principles of Women of Power International Ministries, maintain professionalism and follow all of the policies and procedures outlined in the volunteer handbook and/or volunteer job description.
4. To inform Women of Power International Ministries when I will not be able to volunteer.

I understand that my services are donated to Women of Power International Ministries for humanitarian reasons. I verify that the information contained in this application is true and correct to the best of my knowledge. I understand that I may need to undergo additional screening and that I will be required to undergo orientation before I can volunteer.

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**Signature**

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**Date**