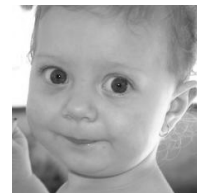




Children's Assessment Center
Protecting, assisting and caring for victims of suspected child sexual abuse.

Volunteer Application



Helping Children in the Community

The Children's Assessment Center protects, assists and cares for children in Kent County who may have been sexually abused. We do this through a unique partnership with local law enforcement, children's protective services and medical professionals as well as other agencies to provide an expert, multidisciplinary response to children and their non-offending family members. In a safe, child-sensitive environment, our goal is to reduce trauma to children while providing services that may be needed by a child who may have been sexually abused. All CAC services are provided at no cost to families.

In addition, we recognize that awareness and education about child sexual abuse is essential to its prevention. Since opening, the CAC has worked to increase awareness with parents, children and professionals in the community.

Opportunities Available (training provided)

Administrative Aide Volunteers will primarily assist the Center's staff with administrative projects and provide general reception support including data entry, filing, mailings, information gathering, answering phones, etc. Volunteers will also be asked periodically to staff the Center's waiting room and assist victims of suspected child sexual abuse and their families making them feel comfortable by providing basic information about the Center, engaging children in play activities, caring for children while their guardian is meeting with staff, keeping the waiting room tidy, etc. Hours available Monday-Friday between 8am and 5pm.

Special Projects Volunteers may assist with special events such as fundraisers, open houses, educational seminars, community events/festivals or with projects such as gardening, decorating, purchasing children's supplies, etc. Hours based on need and availability. Some opportunities available Monday-Friday 8am to 5pm; others vary.

Childcare Volunteers will care for children who are the siblings and/or children of clients during evening group therapy sessions. Volunteers needed Tuesday evenings 5:40 to 8:15pm.

Responsibilities

- ✓ Commitment of at least 6 months
- ✓ Work the scheduled volunteer shift, as arranged, preferably once per week for 2 consecutive hours
- ✓ Respect and maintain the confidentiality and privacy of clients and donors
- ✓ Follow Center's policies and procedures
- ✓ Commitment to the CAC's mission to protect, assist and care for victims of suspected child sexual abuse
- ✓ Relate to children and adults of all ages, races and socioeconomic backgrounds
- ✓ Attend occasional volunteer staff meetings and ongoing training as required

Benefits

- Smiles from children and gratitude from their parents and guardians
- The satisfaction of knowing that you have been a part of a team helping victims become children again
- An outstanding opportunity for undergraduate social work and non-profit administration students

Questions? Contact the Children's Assessment Center at (616) 771-6400 or information@cac-kent.org.

Thank you for your interest in volunteering with the Children's Assessment Center!
If you have any questions, please contact us at (616) 771-6400 or information@cac-kent.org.

First Name _____ Last Name _____ Date of Birth _____

Address _____ Social Security Number _____

City _____ State _____ Zip _____ (above is necessary to complete
criminal record check)

Home Phone _____ Cell Phone _____ E-Mail _____

Emergency Contact _____ Phone _____

Your anticipated availability between 8am and 5pm :

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Please note your volunteer schedule will be mutually agreed upon based on the Center's needs and your availability.

**Occasional evening or weekend opportunities will be available.
Please indicate your availability.**

Weekday Evenings _____ Weekends _____

Education/Employment:

Your school if you are a student _____ Major and Year (anticipated) _____

Current or past employer (Please indicate) _____ Your Job _____

Supervisor or Employment Reference _____ Phone Number _____

Please provide two references:

First Name _____ Last Name _____ Phone _____

First Name _____ Last Name _____ Phone _____

Please describe your present and/or previous volunteer experience: _____

(Continued on reverse.)

What do you hope to gain from your volunteer experience with the CAC? _____

Please explain any experience you have working with children. _____

Have you ever been convicted of or pled no contest to a misdemeanor and/or felony? Yes No

If yes, please explain: _____

Which volunteer position interests you? _____

What personal and professional skills would you see utilizing in your volunteer service with the CAC?

Please read the following statements carefully and sign below.

I certify that the statements I have made in this application are true, complete and correct to the best of my knowledge and are made in good faith. I hereby grant the Children's Assessment Center permission to verify such information and conduct a background check including any criminal history and contacting personal, professional and volunteer references. I hereby release the CAC from any and all claims arising in any way from their participation in such an inquiry or investigation.

I understand that, should I become injured while performing volunteer work at the Children's Assessment Center, I am not covered under the Center's insurance and assume full responsibility for any subsequent medical expenses. I hereby hold harmless the CAC for any injuries I may sustain while volunteering.

I have read and understand the volunteer duties and responsibilities as outlined in the CAC's Volunteer Application and hereby agree to abide by them. **I agree to always maintain strict confidentiality regarding all clients, families and donors involved with the Children's Assessment Center.**

Volunteer's Signature

Date

→ Please and return your completed application to the address below.



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