



Eastside Village Volunteer Application



Name _____ Date _____

Address _____

Email _____

Phone: Home _____ Cell _____

Preferred way for us to contact you: _____

Eastside Village runs on social capital and the power that comes from connecting people. We thrive because members and volunteers like you make Village life engaging and responsive to members' interests and needs.

All volunteers who provide direct services to members or have access to personal, confidential or proprietary information must complete a Level 3 criminal background check and sign a confidentiality agreement. Should you choose not to have a background check, you may help with tasks that do not involve direct service.

Volunteer Interests

- Direct services to members**
 - Transportation: provide rides to doctor appointments, shopping, errands and social activities
 - Office Volunteer: answer phone, respond to email, match service requests and volunteers, data entry, administrative support (Word, Excel, etc.)
 - In-Home Support: decluttering/organizing, shopping, light housekeeping, meal preparation, pet care, running errands.
 - Home maintenance: light home repair, moving furniture, handyman/women tasks.
 - Health & Wellness: daily or weekly phone check in, friendly visiting, accompany to appointments
 - Outdoor maintenance: assist with light yard chores, planting, weeding, seasonal clean up, snow shoveling, leaf raking

- Technical Assistance: provide assistance with PCs, Macs, internet, smart phones, tablets, etc., teach skills such as email, install upgrades, internet, photos

Village Building and Management

- Office Volunteer: answer phone, respond to email, match service requests and volunteers, data entry, administrative support (Word, Excel, etc.)
 - Marketing: writing, editing, social media, newsletter, member communications, take photos.
 - Communications and Outreach: make Village 101 presentations, tabling at community events, writing, editing, publicity, public and media relations, produce brochures and other marketing materials
 - Activities Coordination: organize events and activities to promote an engaging and vibrant Village life including social events, cultural activities, wellness.
 - Volunteer Coordination: assist with orientation and training activities, volunteer assignments, provide support as needed and conduct annual reviews
 - Fundraising and Resource Development: nurture relationships with individuals, businesses and other local funders, conduct fundraising activities and secure donations of goods and services to provide financial sustainability for the Village.
 - Governance: leadership for Village decisions as board or committee member.
 - Other (elaborate) _____
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Skills and Experience

Have you worked with older adults in the past? Please describe.

Do you have professional or volunteer skills/experience you would like to contribute?

List certifications or licenses that may be helpful in your volunteer capacity.

Do you currently volunteer for other organizations? Which ones and in what capacity?

Do you have any physical considerations you would like us to be aware of as you perform volunteer assignments?

Availability

Which volunteer schedules are most appropriate for you?

- Email or phone me when a service request is made and I will help if I can
- Regular weekly time slot
- Regular monthly time slot
- Other _____

References

Please list the names and contact information of two people (non-relatives) who have known you for at least two years.

Name _____ Relationship _____

Phone or email _____

Name _____ Relationship _____

Phone or email _____

Emergency Contact

If you were to experience an emergency while volunteering, whom should we contact?

Name: _____ Relationship _____

Phone _____ Email _____

Name: _____ Relationship _____

Phone _____ Email _____

To the best of my knowledge, the above information is correct.

Signature of Volunteer _____

Date _____

Please send completed Application to info@eastsidevillage.org

Or mail to office at 1402 SE Cora St Portland Or 97202.