



VOLUNTEER INFORMATION

Dear Volunteer applicant

A Caring Hand, The Billy Esposito Foundation has provided educational scholarships and funded bereavement centers since it began in 2002. In 2008 the organization expanded its special mission and currently provides direct bereavement services to children and families in New York City. We know there are many people in our community with caring hands who believe in our cause. We appreciate and need your time and support of bereaved children and families. We are recruiting volunteers in the following areas.

Volunteer Group Facilitator

Our child, teen and caregiver groups are the heart of our program. One evening a week for 10 weeks, children of a similar age meet together while their caregivers meet in their own group. The child and teen groups are co-facilitated by trained volunteers.

Requirements and commitment:

- ◆ 1 year commitment (September – June) is necessary to co-facilitate our groups
- ◆ the 10 week session runs 3 times per year, attendance at all sessions is needed
- ◆ completion of application & pre-training information interview
- ◆ attendance at 12 hour training
- ◆ we welcome volunteers with a range of experience

Volunteer Helper

We always need extra hands on deck for various short term projects throughout the year. The projects range from stuffing envelopes and answering phones to doing outreach in the community. Certainly if you have a particular skill or specific time you would like to help out you should certainly let us know. We also rely on volunteers to help with our annual spring gala and other fundraising activities.

Requirements and commitment:

- ◆ varies to fit your needs and our projects
- ◆ completion of application & information interview

Procedure

Applications are available via the *volunteer link* at www.acaringhand.org. Completed applications can be sent via post (to PO Box 1232, NY, NY 10276) or e-mail (to RobinGoodman@acaringhand.org). For questions or additional information **call 212-229- CARE (2273) or e-mail RobinGoodman@acaringhand.org**. We look forward to hearing from you.



VOLUNTEER APPLICATION

Procedures

- All volunteers must complete
 - an application and background check
 - a pre-interview
- Volunteer group facilitators must also
 - attend 12 hours of training, held once a year.
 - submit a \$20.00 non-refundable training fee to cover the cost of materials and supplies prior to training. If this is a hardship, please speak with the staff.
- Upon completion of the training, the staff and volunteer determine the best fit for placement. Training does not guarantee assignment as a facilitator.

Instructions

- Complete all portions of the application and submit
 - (1) mail directly to: A Caring Hand, The Billy Esposito Foundation, Inc.
P O Box 1232, New York, NY 10276
 - (2) *or* email to: RobinGoodman@acaringhand.org
- Following receipt of an application, volunteer applicants will be contacted regarding an interview.
- Following the interview, volunteer group facilitator applicants will be invited to attend the training and complete an online background check.
- Check the position you are seeking (you may check one or both):
 - Volunteer group facilitator
 - Volunteer helper
- Check below and sign:
 - I understand that in order to become a volunteer group facilitator I must complete all procedures and training.
 - I understand that A Caring Hand The Billy Esposito Foundation reserves the right to place me as a volunteer group facilitator or offer me another volunteer position as they see fit following the application process and/or training.
 - I understand that if I am accepted as a volunteer group facilitator and commit to serve in this capacity, it is a one year (September – June) commitment for three 10 week sessions. Each weekly session requires my attendance for 2 ½ hours.
 - I understand a background check is required of all those accepted as a volunteer group facilitator.
 - I authorize A Caring Hand, The Billy Esposito Foundation to contact those references I provide.

Signature

Date

PESONAL INFORMATION

Continue on back pages or attach additional pages as needed throughout

- 1. Name _____
- 2. Address _____
 City _____ State _____ Zip code _____
- 3. Phone (w) _____ (h) _____ (c) _____
- 4. E – mail _____
- 5. Date of birth _____
- 6. Emergency contact name _____
 Emergency contact number _____

BACKGROUND

- 7. Current place of employment and position

- 8. High School _____ Date graduated _____
 College _____ Degree _____ Date _____
 Post College _____ Degree _____ Date _____
- 9. List any previous volunteer and/or child, teen, family related experience
 Place _____ Date(s) _____
 Place _____ Date(s) _____
 Place _____ Date(s) _____
 Place _____ Date(s) _____

PERSONAL STATEMENT

10. Why do you want to become a volunteer?

11. What would you like to gain from being a volunteer?

12. What strengths do you bring to A Caring Hand?

13. What is your personal bereavement history?

Relationship of person who died _____ Date _____

Relationship of person who died _____ Date _____

Relationship of person who died _____ Date _____

14. Do you have any personal medical or mental health history that might impact your ability as a volunteer? If so, describe.

15. List three people (non- family members) who have known you at least 1 year as a reference

(1) Name _____ Day phone _____

Address _____

E-mail _____

(2) Name _____ Day phone _____

Address _____

E-mail _____

(3) Name _____ Day phone _____

Address _____

E-mail _____



CONFIDENTIALITY AGREEMENT

A Caring Hand The Billy Esposito Bereavement Foundation does everything possible to provide a safe and nurturing environment for bereaved children and families. It is crucial that all those who attend the program are treated in a respectful way and that they can trust those who help them with their grief. All participants have the right to have their feelings and personal information protected and kept confidential. Maintaining confidentiality means that information about a child or family member is not shared outside of the group or program with those not affiliated with the program.

There are two exceptions to when information is communicated to others.

1. Following group session, in a supervisory context, information about group participants can be shared only with other staff and volunteers. This should be done without divulging a child or family's name.
2. In the course of working with children and families, a participant may reveal very personal information that, in very specific circumstances, must be shared. In cases of abuse, suicide, or the potential and threat of harming another person is discussed, it is the volunteer's responsibility to notify the appropriate mental health professional so a plan can be made.

I have read the above and agree to follow these guidelines.

Name (print)

Signature

Date