



# Gulf Coast Women's Center for Nonviolence, Inc.

P. O. Box 333  
Biloxi, MS 39533  
(228) 435-1968 Crisis Line  
(800) 800-1396 Crisis Line  
(228) 436-3809 Office  
(228) 374-4031 Office  
(228) 435-0513 Fax

## Volunteer Application

### Contact Information

Name	
Street Address	
City, State ZIP	
Mailing Address (if different)	
City, State ZIP	
Cell Phone	
Home Phone	
Work Phone	
Is it okay to contact you at your work number if we cannot reach you at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address	

### Availability

During which hours are you available for volunteer assignments?

Weekdays

Weeknights

Weekends

### Interests

Tell us in which areas you are interested in volunteering. Description of these teams is on page 3.

Crisis Line/Volunteer RAs

Tabling Events Volunteers

Sexual Assault Victim Advocate

Garden Volunteers

Donation Pickup/Delivery Team

Holiday Activities Team

Administrative/Clerical Volunteer

Art Group Volunteers

Children's Program Volunteer

Concert Ushers

Other (specify): \_\_\_\_\_

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

## Previous Volunteer Experience

Summarize your previous volunteer experience.

## Person to Notify in Case of Emergency

Name	
Street Address	
City, State, ZIP	
Phone	
Alternate Phone	
E-Mail Address	

## Confidentiality Policy

**Mississippi Code Section 93-21-109 (2):** Any employee, contractor, volunteer, or agent of any other entity in possession of information which could tend to identify a victim of domestic violence, who discloses any information which is exempt from disclosure under the Mississippi Public Records Act of 1983, or makes any observation or comment about the identity or condition of any person admitted to a shelter or receiving services of a shelter, unless directed to do so by an order of a court of competent jurisdiction, shall be civilly liable to the person whose personal information was disclosed in the amount of Ten Thousand Dollars (\$10,000.00), plus any compensatory damages that the individual may have suffered as the result of the disclosure.

At our Center, confidentiality and safety of our clients and staff are of utmost concern. As a volunteer, it is vital that you understand the confidential nature of any information you may gather while at the Center or working on behalf of the Center. By completing this application, you agree to never divulge the location of our shelters and to treat with confidentiality **any** information about any person who contacts the Center for services, including client identities, medical, social service, legal or other records. You agree not to discuss or divulge any information related to Center business or to any individual you see on behalf of the Center with anyone other than the appropriate Center personnel.

## Agreement and Signature

Name (printed)	
Signature	
Date	

## Description of Volunteer Teams

### Crisis Line/Resident Assistant Volunteers

**Location:** Biloxi Shelter or Adrienne's House (Pascagoula)

**Time Commitment:** Variable, but generally a 4-hour shift

**Requirements:** Completion of background checks, completion of 2-hour volunteer group training session and additional time in individual training, learning the phone system.

We are always in need of volunteers who are willing to fill in for our regularly-scheduled Resident Assistants when they need to be out (due to illness, etc.) This position entails answering the crisis lines, speaking with victims, logging calls, assisting shelter residents, making referrals to other agencies when appropriate, referring to our clinical staff or other staff members as needed. We are a 24-hour shelter, so times for shifts can vary based on when you're needed.

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### Sexual Assault Volunteer Advocates

**Location:** Local hospitals in Jackson, George, Harrison, Hancock, Pearl River, and Stone Counties

**Time Commitment:** Actual hours vary according to frequency of sexual assault calls; advocates are asked to be "on call" for a 15-hour shift weekdays (5pm to 8am) or for a weekend, scheduled in advance.

**Requirements:** Completion of background checks, current driver's license, reliable transportation, completion of 2-hour group volunteer training, completion of 12 hours (2 weekends) sexual assault advocate training

Our SA Advocates are very special people who are willing and able to be on call for hospital crisis response. These volunteers respond when we receive calls through our crisis line that a person has been sexually assaulted and needs volunteer assistance. Advocates visit the victim in the hospital to provide support, distraction, and comfort during the rape exam (if the victim chooses), let victims know about follow-up services through our Center, and notify our SA Prevention and Response Coordinator so she can pursue after-care where needed.

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### Donation Pickup/Delivery

**Location:** Biloxi Shelter or Adrienne's House (Pascagoula)

**Time Commitment:** About an hour, once a week (according to a monthly schedule dependent on how many people sign up)

**Requirements:** Reliable vehicle and valid driver's license

The Center receives donated items throughout the week, and some of them can't be immediately used or stored on-site. These surplus items need to be picked up once a week (currently Wednesdays) and delivered to the Humane Society as part of our SAFE program. We also have regularly-scheduled pickup times at area businesses, requiring us to visit the business, pick up the donations, and bring them to the Center. We do have occasions where groups do donation drives on our behalf, and we need help picking up these items for delivery to the Center. One of our BIGGEST needs, though, is assistance with moving items whenever a client leaves shelter, or whenever a donated item of furniture needs to be delivered to a client's new home. This is not a huge job; it usually entails delivering a bed or a table, etc., but our Shelter does not have a truck! This is an occasional need, not something that occurs on a regular schedule, but if you're willing and able to assist with this it would be a huge help to us.

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### Art Group Volunteers

**Location:** Biloxi Shelter

**Time Commitment:** One hour, plus setup/planning time

**Requirements:** Creativity, willingness and ability to teach a craft activity to ladies in shelter

Our women's art group meets each Monday at 2pm for one hour. We need creative individuals who are willing to dream up fun crafts or art activities and then teach them to the ladies. It's particularly special if the craft project can be used to illustrate or facilitate healing, dealing with emotions, personal growth,

etc. We do have some art supplies on hand, but if specialized materials are needed, the volunteer will need to help locate donations for those items.

### **Administrative/Clerical Volunteers**

**Location:** Biloxi Shelter

**Time Commitment:** Variable according to your schedule and desire to work

**Requirements:** Organization, ability to work independently, basic computer skills a plus

We always need volunteers who can help with basic office tasks – filing, creating file folders, making copies, putting together booklets, stuffing envelopes, updating mailing lists, etc. We also need volunteers who are able to enter data into our clinical tracking system, scan documents and upload them, etc.

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### **Children's Program Volunteers**

**Location:** Biloxi Shelter

**Time Commitment:** Variable according to your schedule and desire to work

**Requirements:** Completion of background checks, completion of 2-hour group volunteer training

We need caring and patient volunteers who can assist with child care/activities on the evenings when we have our group therapy sessions (currently Tuesday evenings at 6pm for one hour). We additionally need folks willing to assist as needed to be chaperones for field trips, summer and holiday activities off-site.

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### **Garden Volunteers**

**Location:** Biloxi Shelter

**Time Commitment:** Variable according to your schedule and desire to work

**Requirements:** Completion of background checks, completion of 2-hour group volunteer training, some experience with gardening – your own tools a plus!

This is a new project we'd like to begin, if we have the volunteer support for it. We would like to create a "community garden" at our shelter so the ladies can participate in growing (and eating!) their own vegetables and herbs. We'd also love to create a small "children's garden" inside the playground area, so the children can experience growing flowers or plants on their own. We have the space, but we'd need to get help from our volunteer crew to track down donations of soil, mulch, seeds, etc.

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### **Tabling Event Volunteers**

**Location:** Varies according to where events are held

**Time Commitment:** Also varies, according to length of event, but we can schedule shifts if needed

**Requirements:** Completion of 2-hour group volunteer training, transportation to get to the event location

Throughout the year, our Center is invited to set up booths/tables at many "awareness" events. We try to participate in as many of these as possible, to reach as many people as we possibly can. Sometimes, our paid staff are already scheduled elsewhere when these events come up, and we could use volunteers to man the booth, answer people's questions, possibly set up and take down the display..

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### **Holiday Activity/Special Event Volunteers**

**Location:** Biloxi Shelter or Adrienne's House (Pascagoula)

**Time Commitment:** Variable according to your schedule and desire to work

**Requirements:** Creativity and holiday spirit!

This is another new project we're hoping to begin, if we have enough support for it. Throughout the year, we have many families who are living in shelter during the holidays. We do have many community groups who remember us and send gifts (Easter baskets, Mother's Day packages, etc.) but we'd love to have a committee of volunteers who could be in charge of planning and carrying out holiday activities throughout the year – maybe a barbecue on the 4<sup>th</sup> of July, or a Superbowl viewing party in shelter, or a "makeover day" for Mother's Day, etc.

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**Concert Ushers**

**Location:** IP Casino and Golden Nugget Casino

**Time Commitment:** Usually about 3 hours on concert evenings

**Requirements:** Must be 21 or over; must sign up in advance for the shows you want to work

Concert ushers are needed to provide support for IP and Golden Nugget concert events. Our Center provides volunteers to assist in taking tickets and showing customers to their seats, and in return the casinos provide us with a cash donation. While ushering, volunteers get to watch the show for free!