Volunteer Assessment Form

|  |  |
| --- | --- |
| Date:  | Phone (Day):  |
| Name:  | Phone (Eve):  |
| Address:  | Email (Work):  |
| City:  | Email  |
| State: WA | Best time to be reached:  |
| Zip:  | Birth Date:  |
| Gender:  | Ethnicity:  |
| LinkedIn URL:  |

**Please let us know which volunteer positions interest you:**

**Direct Volunteer Opportunities:**

|  |  |
| --- | --- |
| [ ]  Citizenship Instructor[ ]  Citizenship “Mock” Interviewer[ ]  Computer/ Ipad class Instructor | [ ]  Computer lab monitor[ ]  ESL Instructor[ ]  VSL (Vietnamese as a Second Language) Instructor |

**Indirect Volunteer Opportunities:**

|  |  |
| --- | --- |
| [ ]  Board of directors[ ]  Bookkeeper/ Accountant[ ]  Communications[ ]  Data Management (Salesforce)[ ]  Fund Development (Grant Writer, Special Events)[ ]  Graphic Designer (Newsletter, Marketing Tool)[ ]  Interpreter[ ]  IT System Admin[ ]  Lesson Planning (i.e. ESL, Computer/ Ipad) | [ ]  Marketing Specialist[ ]  Outreach[ ]  Project Manager[x]  Program Support[ ]  Research[ ]  Social Media[ ]  Volunteer Recruiter[ ]  Web[ ]  Other: \_\_\_\_\_\_\_\_\_\_ |
| **When are you available to volunteer?*****Please list times at which you are available.*** |
|  | **Mon.** | **Tues.** | **Wed** | **Thurs.** | **Fri.** | **Sat** | **Sun** |
| **Hours:** |   |  |  |  |  |  |  |
|  |
| **How did you hear about our program?** | **Educational Background:** |
| [ ]  Word-of-mouth | [ ]  Some High School |
| [ ]  Library | [ ]  GED |
| [ ]  Another Literacy Program | [ ]  High School Diploma |
| [ ]  Newspaper | [ ]  Some College |
| [ ]  Washington Literacy Hotline | [ ]  College Degree |
| [ ]  Another Community Program | [ ]  Graduate Degree |
| [ ]  Bulletin | [ ]  Trade/Technical School |
| [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Employment Status:**

[ ]  Full-time [ ]  Retired [ ]  Unemployed

[ ]  Part-time [ ]  Student [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer: \_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I AM PROFICIENT WITH THE FOLLOWING LANGUAGES:**

**1. 2. 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please provide us with the name and phone numbers of two references.**

(No family members please.)

Name: Phone:

Name: Phone:

**As a person who is volunteering your time, we want your experience to be a positive one. In order to best match you with our program's needs, please answer the following questions. Your answers will help us to get to know you better. A lack of volunteer experience or special skills does not affect your eligibility to be a volunteer.**

Why do you want to volunteer with our program?

What special skills, interests, and resources do you have that might be relevant to teaching or other volunteer positions (i.e. teaching, writing, fundraising, technology, public relations, etc.)

Please describe any previous experience you have volunteering.

What have you enjoyed most in previous volunteer assignments?

What have you enjoyed least?

How do you like to be supported, supervised, and rewarded as a volunteer?

***The following questions are for instructional volunteers***

**Note:** This is not a test, but please do try to give us thoughts, expectations and opinions on the following questions. Thank you!

What factors do you believe to be most important in a positive learning environment?

How will you know you are effective as a volunteer instructor?

In what way do you expect your instruction to make a difference to your student?

|  |
| --- |
| ***For Office Use:*** |
| *Application Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Interview Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *Orientation Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Training Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Initial Match Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |