



555 S Renton Village Pl, #225
Renton, WA 98057
206-650-1081
www.helpinglink.org

Helping Transitions, Honoring Traditions

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:

| | |
|--|---|
| <input type="checkbox"/> Citizenship Instructor | <input type="checkbox"/> Computer lab monitor |
| <input type="checkbox"/> Citizenship "Mock" Interviewer | <input type="checkbox"/> ESL Instructor |
| <input type="checkbox"/> Computer/ Ipad class Instructor | <input type="checkbox"/> VSL (Vietnamese as a Second Language) Instructor |

Indirect Volunteer Opportunities:

| | |
|--|---|
| <input type="checkbox"/> Board of directors | <input type="checkbox"/> Marketing Specialist |
| <input type="checkbox"/> Bookkeeper/ Accountant | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Project Manager |
| <input type="checkbox"/> Data Management (Salesforce) | <input checked="" type="checkbox"/> Program Support |
| <input type="checkbox"/> Fund Development (Grant Writer, Special Events) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Graphic Designer (Newsletter, Marketing Tool) | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Interpreter | <input type="checkbox"/> Volunteer Recruiter |
| <input type="checkbox"/> IT System Admin | <input type="checkbox"/> Web |
| <input type="checkbox"/> Lesson Planning (i.e. ESL, Computer/ Ipad) | <input type="checkbox"/> 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: | | | |
| <input type="checkbox"/> Word-of-mouth <input type="checkbox"/> Library <input type="checkbox"/> Another Literacy Program <input type="checkbox"/> Newspaper <input type="checkbox"/> Washington Literacy Hotline <input type="checkbox"/> Another Community Program <input type="checkbox"/> Bulletin <input type="checkbox"/> Other: _____ | | | | <input type="checkbox"/> Some High School <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> Some College <input type="checkbox"/> College Degree <input type="checkbox"/> Graduate Degree <input type="checkbox"/> Trade/Technical School <input type="checkbox"/> Other: _____ | | | |

Employment Status:

| | | |
|------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Retired | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Student | <input type="checkbox"/> 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 _____ *Orientation Dates* _____

Interview Date _____ *Training Dates* _____

Initial Match Date _____