

Application for Internship/Volunteer Placement

Thank you for your interest in volunteering/interning with us. This application is the first step in learning how your skills will best fit with our organization.

PLEASE ATTACH A COPY OF YOUR RESUME

Name:		Date:	
Date of Birth:		Cell Phone:	
Email:		Other Phone:	
Mailing Address:			
What is/was your occupation?			
How many hours per week are you available?			
What days and times are you available?			
Are you willing to work on an "on-call" basis?			
Do you have transportation?			
Do you have reliable access to a computer and internet at home?			
Emergency Contact Name & Telephone Number:			
INTERNS ONLY	What school and program do you attend?		
	Anticipated Graduation?		
	Faculty Contact:		
VOLUNTEERS ONLY	How did you learn about Fearless!?		
	Why do you want to volunteer for Fearless!?		

PROGRAM PLACEMENT OPTIONS

Fearless! offers many services across two counties, including the operation of a 17-bed emergency shelter in a confidential location in Orange County. **Please reflect on the kinds of experiences you would be interested in and select all categories that apply.** We will try to place you in the setting that best meets both your needs and that of the agency.

The ability to lift up to 50 pounds, navigate stairs, periods of sitting, standing and movement are required for most, but not all, program placements. All applicants subject to Background Check, as required.

- Administrative Support** – Help with mass mailings, special event preparation and support, copying, filing, answering business office phones and doors, data entry, general clerical tasks, etc.
- Childcare** – Work with children in structured play activities while their parent meets with an advocate or attends support group on the same premises; mentor children with their families.
- Cooking** – Prepare an evening meal for shelter residents, including participation in clean-up afterwards. Food and kitchen facilities provided.
- Donation Support** – Lend a hand by meeting donors ‘at the curb’ to assist with bringing in donations, helping to sort and organize donations, assist with picking up Food Bank orders and restocking Food & Supplies Pantry, responding to donation calls and emails, data entry/tracking donor information, helping with acknowledgements, et al.
- Hotline Support (remote)** – Respond to our crisis hotline via secure web chat, providing support for victims and survivors during evenings, weekends, overnights, and holidays.
- Maintenance** – If you can do odd jobs, mow a lawn, paint a room, repair an appliance, and generally be on-call for help with minor office upkeep and maintenance, we need you!
- Meeting Support** – Answering hotline calls and doors during staff trainings and meetings.
- Moving** – Assist with moving furniture and belongings on an on-call basis (must have vehicle).
- On-Call Advocacy** – Provide support and advocacy for victims filing protective orders against an abuser or making an appearance at Family Court.
- Shelter Support** – The optimum shelter volunteer will be able to offer a steady weekly schedule. Duties include answering hotline calls, conducting intake and discharge interviews, preparing rooms for occupancy, helping with practical needs in residence, advocacy (such as accompanying clients to Family Court or Social Services), and sorting and organizing storage areas.
- Translation Assistance** – With both non-English speaking or deaf/hard of hearing clients. Please list languages you can help with and your level of fluency in each (speak, read, write):

- Other** - Are there other special skills or services that you would like to offer? Please describe:

TRAINING & ORIENTATION

All volunteers and interns must complete an agency-run training program, in addition to post-training shadowing. Participants will learn about domestic violence, human trafficking, confidentiality and boundaries, shelter operations, nonresidential services, advocacy, hotline calls, listening skills, and more. Flexibility is available for administrative volunteers who are not interested in direct service work or client contact.

Trainings are typically scheduled for January, June and September, and are held on weekdays during regular business hours either in-person or remotely via video conferencing.

VOLUNTEER APPLICATIONS

Please include a copy of your resume. Applications are reviewed on an ongoing basis. Volunteer applicants will be contacted between 4-6 weeks prior to the soonest training after their application is received. **All Volunteer applicants are required to attend a Volunteer Information Session in order to be considered.** A completed application is *not* required to attend a Volunteer Information Session – all are welcome.

INTERNSHIP APPLICATIONS

Students interested in an internship opportunity with Fearless! must also submit a cover letter. Please address the following in your letter:

- Why are you interested in interning at Fearless! Hudson Valley, Inc.?
- What internship focus area are you interested in?
- What is your area of study and how does it relate?
- The beginning and end dates you are requesting for your placement, the amount of hours per week you are requesting, and whether or not you are seeking school credit.

Please note: Masters-level internships require a minimum commitment of 12 months.

Internship applicants will be contacted as soon as possible after completed application, cover letter, and resume are received. **A formal interview is required for all internship applicants.**

CONTACT

Please submit your completed application and all requested materials via mail or email to:

Fearless! Hudson Valley, Inc.
P.O. Box 649, Newburgh, NY 12551

admin@fearlesshv.org

For the most up-to-date information on trainings and information sessions, please visit our website or check us out on social media:

fearlesshv.org/volunteer

Facebook & Instagram @fearlesshv

[linkedin.com/company/fearlesshv](https://www.linkedin.com/company/fearlesshv)