



SANE-SART Volunteer/Intern

Volunteers and interns report to the Administrative Director and are responsible for participating in the execution of events including, but not limited to, community outreach events and conferences.

NATURE AND SCOPE:

This position is subject to Board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes.

ESSENTIAL QUALITIES:

- Support the mission and vision and values of SANE-SART.
- Possesses and adheres to the values of SANE-SART.
- Communicates in an inclusive and collaborative manner.
- Develops trust among all SANE-SART staff through honesty and fairness.
- Ability to work independently as well as part of a team.
- Is respectful, caring and courageous.
- Possesses personal qualities of integrity, credibility and accountability
- Involved in, and supportive of continuous overall improvement of the work.
- Ability to attend a minimum of 4 events in a 12 month period.

ROLES AND RESPONSIBILITIES: In this role, volunteers will **not** be working with nor providing direct client services in any capacity.

Direct Services:

- Support the administrative team in preparation and execution for outreach events
- Volunteers/interns will **not** participate in direct client services
- Provide outreach and education to community partners and youth and family service organizations.
- Performs other related duties as assigned.

In communications:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service populations and to be sensitive to the needs of special populations, i.e., differently abled, young children, elderly, etc.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.



Other job functions:

- Adhere to agency policies and procedures, including but not limited to confidentiality and code of ethics.
- Participate in agency grant and contract reporting as directed by the Administrative Director.

WORKING CONDITIONS:

- Work is performed primarily at outreach events, or in the office in preparation for these events. Involves sitting, walking, standing for long periods of time, and occasionally lifting up to 40 pounds. May require driving personal vehicle, and traveling in Solano and neighboring counties (Napa, Marin, Sonoma).

KNOWLEDGE SKILLS AND ABILITIES:

- Must practice appropriate ethical/professional boundaries.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Ability to obtain yearly Criminal History Background check clearance.

QUALIFICATIONS:

- Attend a minimum of 4 events in a 12 month period
- Complete a mandatory 2 hour in-person training on the services we provide at the agency



Date of Application: _____

PERSONAL INFORMATION:

Name _____ DOB _____

CA Driver's License # _____

Address _____

City _____ CA Zip _____

Phone: _____

Email _____

*We will contact you via email unless otherwise indicated

EMPLOYMENT INFORMATION:

Employer _____

Position _____ Select One: Part Time Full Time

EDUCATION: Please mark highest level of education completed

High School: 9 10 11 12 Bachelor's Degree Some College Graduate Degree

LANGUAGES SPOKEN FLUENTLY OTHER THAN ENGLISH: _____

SANE-SART requires all volunteers to undergo a background check. Do you agree to this requirement upon completion of volunteer training?

Yes No

SANE-SART requires all volunteers to complete a mandatory 2 hour in-person training on the services we provide at the agency. Do you agree to this requirement?

Yes No

SANE-SART requires all volunteers to sign a confidentiality commitment form before becoming an active volunteer. Do you agree to this requirement upon completion of the volunteer training?

Yes No

We require a minimum commitment of 4 outreach events per year.

Can you commit to at least 4 events for the next 12 months?

Yes No



How did you hear about SANE-SART?

What attracted you to volunteer at SANE-SART?

What kind of training, if any, do you have in the human services field?

Are you (or is someone close to you) a survivor of sexual or domestic violence, child abuse, or human trafficking? If so, have you ever used a SANE-SART service?

Yes No If yes, what was last date of service? _____

REFERENCES:

Please list at least 2 people who are not relatives and whom you have known for a minimum of 1 year:

Name	Telephone	Relationship

Pre-Interview Information

1. Have you used illegal drugs in the last three (3) years? Yes No
2. Have you been arrested for any crime in the last 10 years? Yes No
3. Have you been involved in any illegal activity that would disqualify you as a volunteer?
 Yes No

If you answered (Yes) to any of the above, please explain: _____



Please sign at interview:

CERTIFICATION: I certify that all statements, information and documents provided with this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in NOT being considered for a position with SANE-SART.

RELEASE OF INFORMATION: I authorize SANE-SART to conduct a background check and gather all information concerning my character as a condition to applying for a volunteer and/or intern position with the SANE-SART.

Signature

Date

Please include a copy of your current resume.

Submit application by:

- **Email** – mariah.fiel@sanesart.org
- **Drop off at:**
SANE-SART
1261 Travis Blvd, Ste 260
Fairfield, CA 94533