

eliminating racism
empowering women
ywca
Kalamazoo

VOLUNTEER ORIENTATION



353 E Michigan Avenue, Kalamazoo MI 49006 | 269-345-5595 | YWCAKalamazoo.org



YWCA VOLUNTEER ORIENTATION

- Introduction
- Mission
- What We Do
- Volunteer Opportunities
- Volunteer Information
- Required Documentation
- What Happens Next
- Day of Volunteering
- Volunteer Expectations



INTRODUCTION

Welcome, and thank you for your interest in volunteering with the YWCA Kalamazoo. We truly appreciate your time, talents and energy. We hope you can feel the passion and dedication that underlies all our work at the YWCA to support the women, children and families in our community.



HOW WE HELP

- **Caring for victims of abuse** *Provide domestic violence, sexual assault and human trafficking services.*
- **Housing Services & Crisis Intervention:** *Our 24-hour crisis line received 2,102 calls and provided emergency shelter and support for children and adults.*
- **Therapy and Legal Services:** *Our clients receive free legal representation and consultation regarding family and housing laws, immigration matters, crime victims' rights and more.*
- **Improving the Lives of Children:** *Provide accessible high-quality early learning and childcare for families.*
- **Advocacy & System Change:** *Create a just community through addressing systems that cause racial and gender disparities.*
- **Promoting Maternal and Child Health:** *Address maternal and child racial disparities with evidence-based programs. Reduce infant mortality in our community*



VOLUNTEER OPPORTUNITIES



Caring for Victims of Abuse – Sexual and Domestic Assault supportive during nurse exam (on-call position), childcare for evening client support group, answering phones. Second language helpful but not required.



Maternal and Child Health – Safe Baby, Cradle Community Baby Shower supports, childcare, WISH Group supports and childcare.



Improving the Lives of Children – Classroom Assistant, Teacher planning hour assistant, bus rider, meal prep, childcare, infant/toddler care, reading and activities, playtime.



Advocacy and System Change – YWCA events including, but not limited to Women's March, Domestic Violence Awareness Month, Sexual Assault Awareness Month, Human Trafficking Awareness Month, Women of Achievement, classroom education and more.



VOLUNTEER INFORMATION AND REQUIRED DOCUMENTATION

Volunteer Age Requirements

Most YWCA programs require volunteers to be 18 years of age
18 and under require parental/guardian approval and approval of program director
Volunteers under 16 years must be accompanied by an adult (18+)

Required Documentation

All volunteers interested in volunteering must complete the following on-line forms before volunteering:

YWCA On-Line Orientation

Volunteer Application (on-line)

Upon completion of our application and orientation, additional documentation will be requested by the Volunteer Coordinator and background checks will be conducted.



WHAT HAPPENS NEXT

- Volunteer is notified of clearance status
- Introductory email sent to volunteer and program director
- Program director contacts volunteer and schedules an in person interview with program staff and volunteer coordinator
- In-Person Interview:
 - Volunteer availability
 - Review volunteer job description
 - Tour YWCA program area
 - Review Dress code
 - Program staff contact information
 - Parking



DAY OF VOLUNTEERING

- Parking is located in the YWCA lot on the SW corner of Water and Pitcher Street
- Sign-in and out at the front desk.
- Evening and Weekend Women's Shelter volunteers sign in-out in the shelter
- Review volunteer job description with program staff
- Staff introduction
- Volunteer expectations
- Let's Get Started!



DAY OF VOLUNTEERING

I _____ verify that I have read, understand and
completed YWCA's Volunteer Orientation.

X _____ Date _____