**COA Youth & Family Centers**

 **Volunteer Application Form**

 Return to Laura Lysaght, Volunteer Coordinator, at COA Youth & Family Centers

 909 E North Ave, Milwaukee WI 53212

 Phone: 414.263.8383 Fax: 414.263.8386 Email: llysaght@coa-yfc.org

**Contact Information**

|  |  |
| --- | --- |
| Name:       | Home Phone:       |
| Email:       | Cell Phone:       |
| Address:       | Fax:       |
| City:       | State:       | Zip:       |
| Emergency Contact (1):       | Relationship:       | Phone:       |
| Emergency Contact (2):       | Relationship:       | Phone:       |

**Skills**

|  |
| --- |
| Education Background:       |
| Current Occupation & Employer:       |
| Previous Volunteer Experience:       |
| Certifications (e.g. ALS, WSI, First Aid, CPR, etc.):       |

**Interests**

Why are you interested in volunteering with COA:

Please indicate which Department(s) and/or activities you are interested in (more information on last page):

|  |  |  |
| --- | --- | --- |
| **Department** | **Check if Interested** | **Activity of Interest** |
| Early Education Childcare Center  | [ ]  |       |
| HIPPY Program Family Gathering Nights  | [ ]  |       |
| Family Resource Center | [ ]  |       |
| Events | [ ]  |       |
| Operations / Administration / Facilities | [ ]  |       |
| Camp Helen Brachman (Almond, WI) | [ ]  |       |
| Pre-Teen or Teen Youth Development Program  | [ ]  |       |

I would prefer: Goldin (2320 W. Burleigh) [ ]  Riverwest (909 E. Garfield) [ ]  Holton (510 E. Burleigh) [ ]

I am a student who wants to do my internship / field placement at COA: Yes [ ]  No [ ]

I have to complete court-ordered community service hours: Yes [ ]  No [ ]

I know someone who is currently involved with COA: Yes [ ]  No [ ]  If yes, who?

**Availability**

How often would you like volunteer with COA:

|  |  |  |  |
| --- | --- | --- | --- |
| Once: [ ]  | Daily: [ ]  | Weekly: [ ]  | Monthly: [ ]  Other:       |

Please check times and days you would like to volunteer:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend  |
| Morning: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Afternoon: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Evening: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**References**

Please list individuals familiar with your job qualifications.

|  |  |
| --- | --- |
| Name (1):       | Day Phone:       |
| Email:       | Evening Phone:       |
| Relationship:       | How long known:       |

|  |  |
| --- | --- |
| Name (2):       | Day Phone:       |
| Email:       | Evening Phone:       |
| Relationship:       | How long known:       |

**Background Check**

Please list all convictions and pending criminal charges below. COA will conduct background checks on all volunteers. If you have any questions regarding the background check procedure, please contact Human Resources at (414) 263-8383.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signature:       | Date:       |

I certify that all of the information in this application is complete and accurate to the best of my knowledge.

*For Office Use:*

|  |  |
| --- | --- |
| Original Form was received by:       | Date received:       |
| Copies of the form were given to:       |
| *Background Check* |
| *Approved:* *[ ]  Denied:**[ ]*  | Date:       |  Staff Signature:  |
| *Placement Information* |
| Area / Assigned Supervisor:       | Start Date:       | End Date:       |

**Additional Program Information:**

Early Education Center (Weekly Opportunity)

COA offers safe and nurturing childcare to children ages 0-6, by skilled staff members with decades of experience. Activities promote both cognitive and social development in a multi-cultural setting, and ensure school readiness. This nationally accredited, year-round childcare is located at our Riverwest Center on 909 E. Garfield Avenue and our Goldin Center on 2320 W. Burleigh Street. Volunteers are needed Monday-Friday, anytime between 9am-12pm or 3pm-6pm. Volunteers can expect to assist staff with circle time, art, recess, snack, room maintenance, reading and much more!

HIPPY Family Gathering Nights (Monthly Opportunity)

Home Instruction for Parents of Preschool Youngsters (HIPPY) is a home-based, school readiness, and parental involvement program. HIPPY encourages parents of children ages 3-5 to become more involved in early education, and make learning a family-bonding activity. Additionally, all of the families and staff in our HIPPY Program get together one evening each month. These gatherings are located at our Goldin Center (2320 W. Burleigh St. 53206) and volunteers are needed to help serve food, assist with art projects, and give families an extra hand during the evening.

Family Resource Center (Weekly Opportunity)

Our FRC offers a place for parents and their children (ages 0-6) to find support, fun, and unity. Parents learn tools to make their homes a place of learning and trust, while their children find stimulating and creative activities that inspire their imaginations. Through family support programs, parents become active participants and advocates for their children’s development. Volunteers are needed at both our Riverwest Center (909 E. Garfield Ave.) and our Goldin Center (2320 W. Burleigh St.), and can expect to help with setting up the FRC before programming, greeting families, interacting with the kids, helping with snack/art projects/circle time, assisting with clean-up, and possibly completing some administrative tasks.

Youth Development (Weekly Opportunity)

Every day after school, our Pre-Teen (ages 6-12) and Teen (ages 13-18) Youth Development Programs engage participants in positive activities designed to help them build character, achieve academically, develop leadership skills, promote health and wellness, and create relationships with positive role models. Activities include homework help, group work, dinner, workshops, mentoring, field trips, healthy cooking, enrichment activities, computer lab, sports, art, and much more. Programming takes place at COA's Goldin Center (2320 W. Burleigh Street), Riverwest Center (909 E. Garfield Avenue), Holton Center (510 E. Burleigh Street) and select MPS Community Learning Centers. During the academic year, the programs run Monday-Friday, from 2:30pm-8:00pm.

Additional volunteer opportunities include: Skyline Music Series, special events, Committees/Board of Directors, supply drives, Camp Helen Brachman, administrative support, community gardens, one-time group projects, etc.