



VOLUNTEER OPPORTUNITIES

1. LEADERS SERVING ON COMMITTEES:

- **STAKEHOLDER COMMITTEE** members work with community residents and staff to review Lena Park's programs and services and recommend changes or new directions so that residents needs are being met. Monthly meetings involve anywhere from 10-70 residents and staff.
- **GALA EVENT COMMITTEE** members meet primarily from December to April leading up to the gala in April to design and execute the event. Committee members are expected to contribute, recommend potential new contacts, and attend the event.

2. ADMINISTRATIVE VOLUNTEERS:

- **DATABASE ENTRY:** Lena Park's donors rely on accurate outcomes about our programs through data entry that is completed on our Salesforce and Google docs. Precise typing skills, paying attention to details, and the ability to understand computers is expected.
- **PUBLIC RELATIONS/MARKETING/DESIGN:** Serve as a public relations/marketing/design volunteer, assisting with the writing or editing and distribution of Lena Park's marketing materials, brochures, invitations, etc, and/or getting the word out about our programs and services. This includes both online and print media and website assistance.
- **VIDEO PRODUCTION:** Assist with video design about Lena Park's programs and services.

3. PROGRAM VOLUNTEERS:

- **RECREATIONAL ASSISTANT/COACH/REFEREE:** Throughout the year, Lena Park operates recreational classes, including basketball, soccer, baseball, tennis, golf, all of which need assistants and some also are in need of coaches or refereeing. Also if you are an instructor in some style of fitness, (Zumba, Yoga, etc.) volunteers are welcome to operate a class/classes.
- **EDUCATIONAL TRAINING:** Provide workshops for adults who need guidance in a variety of areas to improve their lives. Topics include changes in accessing health care, diabetes and obesity prevention, healthy eating, fitness, parenting, job readiness training, computers/technology, budgeting and/or other financial education topics;
- **YOUTH COUNCIL TRAINING:** Provide youth specific curriculum in the areas of job site work habits training, financial literacy, workplace etiquette and dress codes, dining etiquette, college readiness, financial aid application support, relationship/domestic violence prevention training, internet/social media etiquette, etc.
- **MEAL SUPPORT:** Provide a meal for one of our classes for either our youth council (pizza and beverage) or a meal or snacks for parenting classes/afterschool program, etc.
- **YOUTH COUNCIL MENTOR:** Our youth council meets on a regular basis and would benefit from having a mentor in their lives. Mentoring requires a CORI check and we ask that you make a year-long commitment to this volunteer opportunity.
- **BABYSITTING SUPPORT:** During our parenting classes, often parents will bring their children because they can't afford a babysitter. Lena Park provides babysitting services for that hour and a half when parents are in their support group or a training. Requires CORI check.
- **KIDS CONNECT AFTERSCHOOL PROGRAM:** Must complete a state mandated CORI check to ensure the safety of the youth in our care. These volunteer opportunities include:
 - **TUTORS** 1-2 days a week for 3 months in Reading, English, Math or Science; and
 - **ARTISTS** serve as vocal or musical instrument instructors, performers for special occasions, lead arts and crafts activities, etc.

VOLUNTEER APPLICATION

Thank you for considering a gift of your time to assist Lena Park in our programs to serve low-income families and to build stronger communities. If you have questions, please do not hesitate to contact Katherine Martinez at 617-533-8133 or kmartinez@lenaparkcdc.org.

If you are considering volunteering to work with children please complete ALL sections of this application and you must complete and clear a background check before you can interact with students. The information in this application will be kept confidential.

If you are interested in volunteering in any other capacity that does not involve children, please complete the information on this page only. You also have the option of providing a resume and cover letter stating how you would like to volunteer.

PERSONAL INFORMATION:

First Name _____ Last Name _____

Street Address _____

City, State, Zip Code _____

Daytime Phone (____) _____ Evening Phone (____) _____

Email Address _____

Occupation _____ Employer _____

Do you speak Spanish? ____ Cape Verdean? ____ French? ____ Other? ____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____ If yes, please explain: _____

VOLUNTEER ACTIVITY: What Volunteer Activities are of Greatest Interest to you?

If working with children please complete all pages.

Days/Hours Available: Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri. ____ Sat. ____

Hours Available: from _____ to _____

What date are you available to start volunteering? _____

EDUCATION:

Name of School _____ Major Degree/Diploma _____ Graduation Date _____

Skills and Qualifications: Licenses, Skills, Training, Awards, etc.

Additional Comments:

**PLEASE EMAIL THIS FORM TO KATHERINE MARTINEZ AT
kmartinez@lenaparkcdc.org**

FOR VOLUNTEERS WORKING WITH CHILDREN/YOUTH**VOLUNTEER HISTORY:**

Organization #1: _____

Address: _____

From: _____ To: _____

Summary of Responsibilities:

Organization #2: _____

Address: _____

From: _____ To: _____

Summary of Responsibilities:
_____**References: Please list two personal references, who are not related to you and who are not previous employers:**

Name	Phone Number	How long have you known this person?

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THANK YOU!

NOW PLEASE COMPLETE THE CORI FORM ON THE FOLLOWING PAGE*Please note a \$25 CORI processing fee is required with your application.**Lena Park is required to collect CORI information on all volunteers working with children.***THANK YOU FOR COMPLETING & RETURNING THIS FORM WITH YOUR APPLICATION!****Once your application is accepted a Lena Park staff will contact you for an interview and then it will be determined if your skills sets matches our current needs for placement.****Thank you for your patience with us. We look forward to speaking with you!**

PERSONAL MASSACHUSETTS CRIMINAL RECORD REQUEST FORM

If you would like a copy of your own Massachusetts criminal record, complete this form, sign it in front of a notary public, and mail it, **along with a check or money order made payable to the Commonwealth of Massachusetts in the amount of \$25.00 pursuant to M.G.L. c.6, §172A** and a self-addressed stamped envelope to this agency. Walk-in service is not available. If you are incarcerated and a notary public is not available, have an official of the correctional facility endorse same. This agency's mailing address is: the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 ATTN: CORI Unit.

Please be advised that it is unlawful to request or require a person to provide a copy of his criminal offender record information, except as authorized by the Criminal History Systems Board, as per M.G.L. c. 6 §172.

_____ Last name	_____ First name	_____ Middle name	
_____ Maiden name	_____ Alias	ID Index Number (if applicable, not required)	
_____ Date of birth (MM/DD/YY)		_____ Social Security Number (requested but not required)	
_____ Mailing address	_____ Town	_____ State	_____ Zip code

I hereby swear, under the penalties of perjury, that the information I have provided above is true, and to the best of my knowledge and belief.

Signature of requestor

Date

AUTHENTICATION OF SIGNATURE BY NOTARY PUBLIC OR CORRECTIONAL FACILITY

_____, SS.

The above-named _____, appeared before me, the undersigned authority, this _____ day of _____, 200____ and acknowledge the foregoing signature to be made of his or her own true free act and deed.

Notary public

Correctional Facility Official (give rank and title)

My commission expires

Correctional Facility Address and Phone