

USCRI Cleveland Field Office Intern/Volunteer Application

Today's Date:

Name:

Address:

Phone:

Email:

Are you interested in (check one) Internship Volunteer

Interns must commit to 20 hours per week for a set period (i.e. semester), have a personal vehicle, and be able to drive clients for consideration.

If you checked internship above, will you be receiving academic credit from a college or university (please provide details of the credit to be awarded)?

Your availability:

When are you available to start? _____ End date _____

Are your start/end dates flexible (please explain)?

How many hours do you wish to volunteer or intern weekly?

What days/time of day are you available (check all that apply)?

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Most volunteer opportunities happen Monday through Friday 8:30am to 5pm.

Please describe any foreign language abilities you have:

Do you have experience working with refugees and immigrants? Please explain.

What personal strengths will you bring to a position where you are working with refugees and immigrants? Please explain.

Why would you like to volunteer with USCRI Cleveland? Please explain.

Your areas of interest – check all that apply

Activity		Describe your level of experience in this area (no experience, some experience, proficient)
1. Wherever I am needed most		
2. Administrative support- phone calls, photocopy, fax and shred documents		
3. Health navigator: help clients schedule medical appointments		
4. ESOL tutor		
5. Job development: prepare clients for job interviews and the workforce		
6. Event planning (i.e. donation drive)		
7. Storage room/donation management		
8. RTA public transportation navigator		
9. Women’s empowerment		
10. Market garden		
11. Home set-ups: cleaning, lifting & moving furniture		
12. Financial literacy: help clients manage money and pay bills		
13. Driving clients in personal vehicle to appointments (valid driver’s license and car insurance required)		
14. Furniture pick-up (large vehicle/truck required)		

Do you have any health concerns or a special need of which we should be aware?

How did you become aware of volunteering with USCRI Cleveland?

Please submit your resume with this application to Volunteer Coordinator Shannon Vrabec at: americorps@uscrioh.org

Please note: Volunteers that intend to drive or spend one-on-one time with clients (such as private tutoring) must go through a criminal background check. All prospective interns must complete background check.