



# Refuge House

Making Changes to Empower Our Community

## VOLUNTEER INFORMATION

P.O. Box 20910  
Tallahassee, FL 32316

Phone. 850.922. 6062  
Fax. 850.413.0395

[www.refugehouse.com](http://www.refugehouse.com)

### ABOUT

Refuge House provides comprehensive direct services to survivors and their loved ones. Our extensive volunteer program enables you to build applicable skills related to administration, helping professions, and law. It is an opportunity to receive training from highly knowledgeable and experienced staff. Our philosophy is rooted in feminist-based empowerment theory and, as a 501(C)3, we are a non-religious organization.

### VOLUNTEER BENEFITS

- Rewarding experience making a difference in the community by helping the organization and survivors directly.
- Weekend and evening availability.
- Resumé building experiences through professional experience.
- FCADV and FCASV advocate core training valid in the state of Florida and available to use for future career opportunities.
- Recommendations and professional reference from staff for future career opportunities based on your performance.

#### ADMINISTRATIVE\*

**Description:** Assist Refuge House staff with daily office duties, projects and special events.

**Qualification:** Experience with office management. Knowledge of Microsoft Excel, Publisher, and PowerPoint Graphic Design, Marketing, and Fundraising skills a plus. **Self-motivated and excellent communication skills.**

#### COMMUNITY EDUCATION\*

**Description:** Represent Refuge House at Community Events and provide technical assistance with presentations in various venues.

**Qualification:** Active in the community, willingness to reach out to people, and **willingness to network on behalf of Refuge House.** Friendly and outgoing personality. Excellent Communication skills. Ability to work in diverse settings.

#### CHILDREN'S ADVOCATE\*\*

**Description:** Working directly with children who have experienced trauma and/or are currently in crisis and abusive situations.

**Qualification:** Experience in childcare setting and understanding of how **trauma presents itself in children.** Excellent communication skills and bilingual individual preferred.

#### COURTHOUSE ADVOCATE\*\*

**Description:** Working directly with survivors who are currently in crisis and abusive situations within a criminal justice setting.

**Qualification:** Available during regular weekday business hours. Experience with law or criminal justice (counseling a plus). **Ability to be assertive** and communicate with court officials and law enforcement on behalf of survivors in a professional manner.

#### EMERGENCY SHELTER\*\*

**Description:** Working directly with survivors from underserved and diverse populations in time of crisis in the Refuge House shelter.

**Qualification:** Experience with counseling and office management. Ability to help survivors and fill out paperwork in a **fast-paced environment.** Excellent communication skills, detail-oriented, and bilingual individual preferred. Must have reliable transportation and access to phone at all times.

#### RAPE CRISIS\*\*

**Description:** Working directly with survivors who are currently in crisis and abusive situations within a **hospital setting.**

**Qualification:** Experience with law or criminal justice (counseling a plus). Ability to work communicate with health and law enforcement professionals on behalf of survivors. Must have flexible schedule and commit to working **36 hours per month.**

\* Requires 60-Hour Intensive Training and **6-month minimum commitment**

\*\* Requires 60-Hour Intensive Training and **1-year minimum commitment**

KEY	<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> INDIRECT	<span style="display:inline-block; width:15px; height:15px; background-color:darkblue;"></span> DIRECT
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Refuge House is an equal opportunity and non-religious organization. There is zero tolerance of drugs and alcohol on organization premises.

# VOLUNTEER APPLICATION

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## Step 1: Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender Identity \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Email \_\_\_\_\_

## Step 2: Background

Highest Level of Education \_\_\_\_\_  
Occupation \_\_\_\_\_ Company \_\_\_\_\_  
Reference Name & Phone Number \_\_\_\_\_  
 Willing to go through a **level 2 background check** and pay the \$ 75.00 associated fee as part of the requirement to become a volunteer

## Step 3: Qualification

I **have not** received services from the Refuge House in the past year.  I **have never** been accused of being an abuser.  
 I **have** received services in the past year. When? \_\_\_\_\_  
Previous Volunteer Experience \_\_\_\_\_  
 Fulfilling academic credit / Hours Needed \_\_\_\_\_ Due Date \_\_\_\_\_  
 Court-Ordered Community Service / Hours Needed \_\_\_\_\_ Due Date \_\_\_\_\_  
 I have access to email and the internet on a regular basis

## Final Step: Intent

Why are you interested in volunteering at Refuge House? (Attach page if needed)

\_\_\_\_\_

What Position are you particularly interested in? Why? (Attach page if needed)

\_\_\_\_\_

What is your Availability? (Please note that some volunteer positions have a 6-month or 1-year minimum requirement)

M	TU	W	TH	F	S	SU

I am committed to volunteering for 3+ months  I am available to answer emergency and crisis calls during a volunteer shift  
 I am committed to volunteering for 6+ months  
 I am committed to volunteering for 1+ year(s)

I am interested in participating in the **70 hours of intensive core training** for **Florida Coalition Against Domestic Violence (FCADV)** and **Florida Council Against Sexual Violence (FCASV)** required to become a direct service volunteer  
 I understand The Refuge House reserves the right to terminate volunteer status due to non-compliance and that I am responsible for my own well-being and self-care in order to best help others.

**INSTRUCTIONS** Please attach your resumé and send to [receptionist@refugehouse.com](mailto:receptionist@refugehouse.com). We will be in touch with you within the next week to speak about your qualifications and the position you applied to. Thank you for your interest in making a difference!

Administration Purposes

Interview Info \_\_\_\_\_