

City Steps Volunteer Program

Dear Interested Volunteer,

Let me begin by saying thank you! On behalf of all of us here at City Steps and the clients we work to help, thank you for expressing an interest in our program. It is people like you that form the foundation for the work that we do to improve the lives of so many people living in the Baltimore community. This letter will provide you with more information about City Steps, the application process, as well as an application for you to fill out. Hopefully this will address any questions or concerns that you have.

A Brief Description of City Steps

City Steps Programs serve homeless or unstably housed Baltimore area youth, ages 14-24 who are motivated to make their lives more productive. We have 2 transitional housing sites-- Carriage House for single young men and women, ages 18-21, and Geraldine Young Family Life Center for women and their children, ages 18-24. We also run a street-front Youth Resource Center, where emergency services, support groups, case management and life skills education are available for youth ages 14-24.

What Will I Be Doing As A Volunteer?

The volunteer program works to maintain a well-trained complement of individuals to assist the AIRS staff in meeting the needs of the clients in our programs. This involves providing services, developing resources, and advocating for individuals and families with HIV/AIDS in Baltimore City. We can't do it alone! It is important to remember that volunteers are not required to perform all of the duties of paid staff. We encourage each volunteer to work at his or her own comfort level and to let us know what that is. City Steps promotes and supports every volunteer's right to a meaningful, challenging, and satisfying experiences with us.

Here are just a few of the opportunities that are available as a City Steps volunteer:

City Steps Life Skills Team - provide life skill support in an area of your expertise; such as nutritional counseling, financial literacy, effective communication, stress and anger management, hygiene, interview skills, and legal awareness to youth (17-24 year olds) enrolled in the program. Volunteers can expect to serve an average of 6 hours/month. Hours will be variable and may include daytime and evening hours. (5-7 positions)

City Steps Tutors - provide one-on-one support in basic level math, English, etc, to youth preparing to take their GED Examinations. Volunteers can expect to serve an average of 2-3 hours/week during evening and weekend hours. Hours will be variable and may include daytime, evening, and weekend hours as agreed upon by the volunteer and his/her partner. (5-7 positions)

City Steps Mentors - spend intentional relationship building time with youth providing emotional and social support as they work toward successful, independent living. This may encompass meeting at an

area restaurant or at City Steps. These services could include but are not limited to assisting with home chores, shopping, transportation, tutoring, and companionship. Volunteers can expect to serve an average of 3 hours/week. Hours will be variable and may include daytime, evening, and weekend hours as agreed upon by the volunteer and his/her partner. (5-7 positions)

Recreation/Fellowship Coordinator - plan and coordinate client outings and retreats. The coordinator can expect to serve an average of 10 hours/month. Hours will be flexible, with the coordination occurring from home and the remainder occurring on site during the events. (1 position)

Recreational Event Volunteers - hands-on volunteers to serve during the events described above. These roles will vary by event and will be published in the HopeSprings monthly newsletter. Volunteers should plan to serve from 3-5 hours on site during the event. (position numbers vary by event)

Again, this is only a partial list of the opportunities that exist at City Steps. Aside from these, we are always looking for new and creative ideas!

How the Application Process Works

On the next few pages you will find a copy of the City Steps Volunteer Application. Please make sure to complete the application in its entirety. Once we receive your application, the Life Skills Coordinator will review it and schedule an interview with you. After the interview, you will be required to complete the City Steps Volunteer Orientation, and will be expected to sign a volunteer agreement which outlines your responsibilities to City Steps as well as what you can expect from us.

Again, thank you for your interest in the City Steps program. I look forward to receiving your application. While I prefer email, you can submit your application via fax or mail. If you have any questions or concerns, please do not hesitate to contact me at any point in time. A neighborhood's independence depends on you – so submit your application today!

Sincerely,

Kerry Graham
Life Skills Coordinator
kerry@airshome.org
Office: 410.528.0267
Fax: 410.528.0269

When you have finished filling out the application on the next few pages you can submit your application by:

1. Email: kerry@airshome.org
2. Fax: 410.528.0269 (Attn: Kerry Graham, Life Skills Coordinator)
3. Mail: City Steps
110 W. 21st Street
Baltimore, MD 21212
Attn: Kerry Graham, Life Skills Coordinator

City Steps

Volunteer Application

I. Personal information

Name: _____ Date: _____

Address: _____

Phone (H): _____ (W): _____ (C): _____

Email: _____

Occupation: _____

II. Volunteer Options (Check as many as you are interested in)

City Steps Life Skills Team

City Steps Tutors

City Steps Mentors

Recreation/Fellowship Coordinator

Recreational Event Volunteers

Other

II. Placement Preference

Please check all that apply:

I can volunteer: once a week more than once a week as needed other

If so, how many days? ____

Time/Day	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Morning						
Afternoon						
Evening						

IV. Matching Information

1. General interests, skills, volunteer experience, languages, and hobbies (use separate sheet if necessary): _____

2. What reservations, if any, do you have about volunteering with City Steps?

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V. Screening Information

- 1. Have you ever been convicted for violation of any laws, traffic or otherwise? ___yes ___no
If yes, please explain: _____
- 2. Do you have any physical condition that may limit your volunteer activities? ___yes ___no
If yes, please describe: _____
- 3. How did you find out about City Steps program? _____

VI. Emergency Contact

Name: _____ Phone: _____ Relation: _____

VII. Resume

City Steps program strives to find highly motivated volunteers with a passion and commitment for giving of their time to improve the lives of others. To help provide us with additional information all applicants are asked to submit a copy of your most recent resume. Please attach your resume to this application.

VIII. Personal Statement (optional)

To help provide us with additional information we ask applicants to consider submitting a personal statement. This statement should be at least one paragraph in length. The topic is not limited to, but should focus on, why you want to volunteer with City Steps, what you feel you

can contribute to City Steps, what you hope to gain from your volunteer experience, and anything else you would like us to know. Please attach this document to your application.

IX. Statement of Consent

I hereby give my consent for City Steps to contact my references: to contact my employers, past and present; and to conduct a police and criminal background check.

Signature of Applicant

Date

Office Use Only:

Passed Background Check Yes No

Date _____ (Staff Initials)