

## **Application for a Volunteer Staff Position in the Women's Center**

All volunteers are required to attend the weekly Staff Meetings in the Women's Center from 4:10pm-5:00pm, each Monday during the semester.

All volunteers are required to attend the Staff Trainings/Retreats, at the beginning of the Fall and Spring semesters. Food will be provided.

Name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone \_\_\_\_\_

We conduct 99% of our communication through email.

Are you currently or have you been affiliated with Lehigh University? If so, please tell us in what way(s).

Major and Minor: \_\_\_\_\_

Graduation date: \_\_\_\_\_

Which semester and year would you want to begin work in the Women's Center?

Please list any previous work experience and/or current employment (include volunteer work or other positions):

Please list any extracurricular commitments, noting how many hours/days per week you are obligated to fill those commitments.

Please answer the following questions.

1. How did you learn about the Lehigh University Women's Center?
2. What do you think are the main gender-based issues at Lehigh?
3. What events, programs or projects are you interested in working on? You may think about current projects at the Women's Center or your own initiatives.

The WC relies heavily upon the generosity of its volunteers, and we have particular expectations of them. Please read through and initial each of these expectations, indicating you understand and agree to these. If you have any questions about these expectations, please consult with the Director before you initial them.

1. I agree to attend Staff Meetings and Trainings. If for any reason I am unable to attend these on a regular basis, I will consult with the Director far in advance.
2. I understand I have three absences for Staff Meetings per semester. I will contact the Office Coordinator in advance if I will be absent. I realize more than three absences requires a meeting with the Director to determine my ability to continue as a Volunteer.
3. If I collaborate on projects in the WC, I agree to attend punctually all meetings related to the planning and executing of the projects.
4. If I develop or take the lead on projects in the WC, I agree to establish a meeting schedule with the Director or Assistant Director (as appropriate) and take responsibility for the outcomes of the projects.
5. If I develop projects, I agree to participate in pre-, mid-, and post-evaluation meetings with the Director/Assistant Director to ensure that I am meeting the standards established by the WC.
6. I agree to establishing and meeting my weekly hours in the WC through close communication with the Office Coordinator. I understand it is my responsibility to update these hours with the OC immediately, should my schedule change. I understand it is my responsibility to inform the OC in a timely fashion if I will be unable to work. I realize my consistent absence or inability to be here the entirety of my shift will result in a mandatory meeting with the Director to discuss my ability to continue as a Volunteer.

Please return the completed application to the Women's Center in the University Center, room c207 or to the Director, Dr. Rita Jones, at <rmj207@lehigh.edu>.

We will respond to all applications within two weeks of receipt to schedule an interview. If we have tried three times to contact applicants and they do not reply, they will be required to reapply.