



The Tronie Foundation Volunteer Information Session

For an introduction to
The Tronie Foundation, our programs, and volunteer opportunities!

Questions? Please call 360-705-1230

THE TRONIE FOUNDATION

Volunteer Information Session

1. Introductions and Overview of the Organization

2. Tronie Foundation Video

3. Role of the Volunteer

- **Opportunities**
- **Expectations and requirements**

4. What's Next?

- **Volunteer Application**
- **Interviews**
- **Assignment**

5. Questions

The Tronie Foundation Volunteer Program

Overview

A volunteer is someone who is willing to give their time and skills on behalf of others without expectation of compensation or other tangible gain. At The Tronie Foundation, volunteers play a crucial role towards the fulfillment of its mission.

As a volunteer with The Tronie Foundation, you will learn about human trafficking, community resources, and working with non-profit organizations. Volunteers are invited to attend all staff meetings and special events of The Tronie Foundation and Homes of Freedom. Most importantly, you can participate in an exciting, community-based effort to make a difference in the lives of the victims of human trafficking.

Volunteer Opportunities

The Tronie Foundation needs volunteers willing to use their time and skills in the business office and in Nell's House. We consider an individual's interests and talents when placing them in volunteer opportunities.

Volunteers are involved in many areas of work done for The Tronie Foundation, and can participate in the following areas:

- General office work: mailings, filings, data entry, donor thank you's
- Event planning, staffing (set-up, registration/info table, decorating) and general fundraising
- Research
- Professional skills: interpretation, counseling, ESL, medical, graphic design

Volunteer Expectations

In working together it is important for you to know what you can expect from us and what we expect from you.

Volunteers may expect from The Tronie Foundation:

- To be valued and treated as co-workers and partners (not just free help)
- A suitable assignment with consideration of skills, experience and preferences
- Clear instruction of roles and expectations
- A work place that is conducive to work in and meets health and safety requirements
- Be properly informed about the job
- To have suggestions and contributions heard and acknowledged

We recognize our responsibility to:

- Recruit, interview and select the right volunteer for the position(s)
- Provide job descriptions and procedures
- Provide orientation about the organization and the shelter
- Include volunteers in decision making where decisions affect volunteers' work
- Communicate clear expectations and provide appropriate support and supervision
- Recognize volunteers' efforts in the organization
- To dismiss volunteers when there is not a good fit

What The Tronie Foundation expects from you:

- Loyalty, enthusiasm, and belief in the mission
- Clear and open communication
- Compliance with workplace health and safety
- Kindness and courtesy to other volunteers, staff and clients
- A positive approach to solving problems and issues
- Working in the area assigned for the period scheduled
- Notify supervisor or office if you are unable to work
- Notify management promptly of any absences or changes to agreed routine as a volunteer, and any changes in key personal information such as a change of address
- Never performing a task with which you are unfamiliar, unsure of, or uncomfortable with
- Maintaining confidentiality of client information, shelter operations and location, and other confidential information related to your role
- Immediately reporting any accident you witness or are involved in immediately to the person responsible for your area
- Address any problems or concerns directly and promptly to management
- Being knowledgeable of the office's and shelter's disaster, emergency, and fire safety procedures
- Attend required training and staff meetings

Qualifications

The volunteer's most important qualification is a desire to help and to work with people who have been victimized by human trafficking, in order to restore them to a life of independence and self-sufficiency. In all of our volunteer positions, past experience is helpful, but not necessary.

Requirements

- Minimum time commitment: volunteers are required to make a commitment of at least six months prior to training. Volunteers are scheduled for a 2- to 4-hour period, one or two days per week, depending on their assignment.
- Orientation: all volunteers are required to attend a 1-hour volunteer orientation.
- All potential volunteers are requested to complete an application form and submit it to The Tronie Foundation. Staff will conduct application reviews and schedule interviews to best accommodate the applicant's interests and the available volunteer positions. Successful applicants will then be notified by program staff.
- All volunteers are required to sign a release authorizing The Tronie Foundation to conduct a background check. We also require all trained volunteers to submit a fingerprint card.
- Training: volunteers will receive training based on their particular positions. Everyone receives orientation to the organization and Human Trafficking 101. Shelter volunteers also receive training on working with victims of abuse, crisis intervention and shelter policies and procedures. There may be other training depending on the position.
- Costs (covers training materials)
\$25 Volunteer Training
\$12-\$30 Fingerprinting and background check
Scholarships available

Supervision and Evaluation

Each volunteer will be assigned a staff contact. This staff will be the point person for any communication, will provide oversight and direction in activities, and will assist in the volunteer's evaluation.

Staff and Organization Policies and Procedures

Each volunteer will receive a copy of the Volunteer Handbook, which outlines organizational policy and procedures.

Friday: _____ to _____

Saturday: _____ to _____

Please check skills, talents and/or experience:

- | | |
|---|--|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Organization Development | <input type="checkbox"/> Website Development |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Law/Civil rights/Legal | <input type="checkbox"/> Foreign Language |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Food Service/Nutrition | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Home Repair/Carpentry | <input type="checkbox"/> Office/Clerical |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Other: _____ | |

Please check volunteer areas you are interested in:

- | | |
|---|--|
| <input type="checkbox"/> Clerical/office help | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Computer entry |
| <input type="checkbox"/> Volunteer at Shelter | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> General maintenance at House | <input type="checkbox"/> Gardening/Landscaping |
| <input type="checkbox"/> Volunteer Coordinator | <input type="checkbox"/> Speaker's Bureau |
| <input type="checkbox"/> Interpreter, please list language(s) _____ | |
| <input type="checkbox"/> Professional support (legal, accounting, counseling, etc), please list _____ | |
| _____ | |
| <input type="checkbox"/> Vocation and/or life skills training, please list skill area _____ | |
| _____ | |
| <input type="checkbox"/> Other _____ | |

Experience:

Current Employer: _____ Job Title: _____

Duties/Responsibilities: _____

Supervisor: _____ Supervisor's Phone: _____

**If less than 2 years, complete the following information:*

Previous employer: _____ Job Title: _____ How long? _____

Duties/Responsibilities: _____

Supervisor: _____ Supervisor's Phone: _____

List any experience you have in the following:

- | | |
|--|--|
| <input type="checkbox"/> Human Trafficking | <input type="checkbox"/> Homelessness |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Low-Income Population |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Sexual Assault |
| <input type="checkbox"/> Multi-Culturalism, please explain _____ | |

List other previous volunteer experiences: _____

Please describe why you want to volunteer with the Tronie Foundation: _____

Statement of Confidentiality:

The Tronie Foundation and volunteers are responsible for protecting the privacy of our clientele. No information about our clientele is to be given verbally or in writing to agencies or individuals without a signed release of information form from the specific individual involved.

Signature: _____ Date: _____

Please send completed Volunteer Application to:

michele@troniefoundation.org
or
PO Box 1308, Olympia, WA 98507

Thank you

For Office Use Only:

- | | |
|---|--|
| <input type="checkbox"/> Application Received | <input type="checkbox"/> Volunteer Orientation Completed |
| <input type="checkbox"/> Received Schedule | <input type="checkbox"/> Resume on File |

Notes:

The Tronie Foundation Volunteer Job Description

Community Education and Awareness Volunteer

PURPOSE: To help publicize The Tronie Foundation services and educates the public about the issues of human trafficking.

SUPERVISOR: Executive Director and/or Volunteer Coordinator

DUTIES: Volunteers may assist with development of community education programs, distribute flyers and brochures, or perform speaking engagements on behalf of The Tronie Foundation to schools, civic groups, and churches.

QUALIFICATIONS: Varies. Must complete training for speakers and program administration volunteers. Must have good, working knowledge of program philosophy and services and be able to relay this clearly to the public. Must exhibit a positive attitude and professional appearance.

TIME COMMITMENT: Varies. All Tronie Foundation volunteers are asked to give a minimum of four hours per month and should attend the monthly meeting and required trainings.

BENEFITS: Opportunity to work with your community and assist in educating citizens on The Tronie Foundation services and the various issues of human trafficking

The Tronie Foundation Volunteer Job Description

Office Support and Special Events Volunteer

PURPOSE: To assist The Tronie Foundation staff with office and special events duties during the day and other times as needed.

SUPERVISOR: Program manager and/or Volunteer Coordinator

DUTIES: To assist the Executive Director and staff members with office and special events, including filing, typing, mailings, database entry, and events preparation and coordination. Duties may also include answering phones and providing other services if the volunteer has received the required training.

QUALIFICATIONS: Volunteers who work under the direct supervision of staff with little or no client contact must complete training for program administration volunteers. Knowledge of computer systems, fax machines, and general office skills desired but not required.

TIME COMMITMENT: Varies. All Tronie Foundation. volunteers are asked to give a minimum of four hours per month and should attend the monthly meeting and required trainings.

BENEFITS: Opportunity to assist staff with the detailed duties of running an office and coordinating special events. Experience working in an office environment and special events.

