

# NEVADA YOUTH EMPOWERMENT PROJECT



## Volunteer Opportunity Overview

NYEP is happy that you're considering volunteer service with us and want to ensure that we place you in a volunteer opportunity that is both beneficial to you as well as our organization. Volunteering at NYEP requires a commitment and a clear understanding of what that commitment is. Interested individuals should look over our Volunteer Opportunity Overview and complete the attached Volunteer Intake Questionnaire and Reference Form and send them over with their resume.

### OVERVIEW

NYEP is a 24/7 program designed to teach success skills to prepare clients for independent living within 9-24 months. NYEP serves as a home to our clients during the duration of their stay. With that in mind, it is important that we provide a stable and consistent environment, minimizing the circulation of strangers and/or creation of short term relationships that do not benefit the clients programming. Inconsistency can negatively affect our clients' personal growth and the effectiveness of our program. We appreciate your desire to work directly with youth but would like you to consider that our staff and volunteers must be properly trained to do so. Proper screening and training can take a considerable amount of time and effort on the part of our organization and yourself. It is the desire of our organization to build a mutually beneficial relationship with all of our volunteers by investing our time and effort into properly training and placing you. We consider our volunteers an investment to our organization, so it important that you are properly placed and willing to offer a commitment of time and effort as well.

### EXPECTATIONS

- **Be willing** to learn Our program is progressive and may not always be in line with your personal views. Our clients have a variety of treatment plans based on their individual diagnosis and/or social history. Their treatment plan/success plan is designed to promote their personal growth. We ask that you are willing to observe and become familiar with our culture to ensure that any dealings that you may have with our clients is beneficial to their programming and/or treatment.
- **Be honest** There should be transparency in all of your dealings with our clients. We expect that our volunteers and staff be open and willing to communicate. It is important that you direct your questions and concerns to NYEP staff. As well as being willing to address your questions and concerns, staff is also open to hearing any recommendations that you may have to make NYEP better. Although, we desire open communication we ask that discussions with staff regarding concerns or recommendations not include our clients.
- **Be flexible** It is beneficial to our clients that our volunteers be well versed in our culture. This may mean completing tasks that do not involve direct involvement with our clients, but will benefit them as well as our organization while giving you an opportunity to learn. Because our program is progressive it is important that volunteers are able to maintain focus during transitional times.
- **Be consistent** Be willing to make a commitment of effort and time and honor it.

### OUR NEEDS

Below you will find a general list of needs to give you an idea of what tasks you may be asked to complete as a volunteer. We have a variety of volunteer needs that are always growing and changing. If you would like a more detailed description of our current needs please contact our Executive Director.

- **Office opportunities** includes but are not limited to stocking forms, copying, filing, data entry, creating new client and/or vendor files.
- **Technology opportunities** includes but are not limited to updating our website, setting up servers, installing hardware and/or software, fixing and/or updating or computers and/or network.
- **Facility Maintenance** opportunities include but are not limited to upkeep and maintenance of our facility.
- **Teaching opportunities** include but are not limited to tutoring, teaching clients to drive, and teaching proper styling. Please inquire our Executive Director if there is a specific skill that you would like to teach in a group setting.
- **Transportation opportunities** include but are not limited to transporting clients to medical appointments, transporting clients to transfer personal belongings, and/or transporting NYEP donations.
- **Clinical opportunities** include but are not limited to observing group therapy and assisting in creating social histories and/or treatment plans.

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## Volunteer Questionnaire

Date \_\_\_\_\_

Volunteer Name:

Volunteer Position applying for:

Why did you decide to volunteer?

What about NYEP makes you want to volunteer with us?

What would you like to do as a volunteer for NYEP?

What qualifications or skills do you have to fulfill your role as volunteer with NYEP?

What kind of time commitment would you like to make as a volunteer with NYEP?

What is your availability? (Please circle available day and fill in available time(s))

M T W Th F S Su

Morning time \_\_\_\_\_ to \_\_\_\_\_ Afternoon time \_\_\_\_\_ to \_\_\_\_\_ Evening time \_\_\_\_\_ to \_\_\_\_\_



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## Volunteer Reference Sheet

\_\_\_\_\_ (name) has applied to be a volunteer with the Nevada Youth Empowerment Project. We require a personal and professional reference on behalf of this volunteer before they can begin volunteering with us. Please take a moment to complete the following questions regarding this volunteer. When complete please return to [monica.nyep@gmail.com](mailto:monica.nyep@gmail.com).

Date: \_\_\_\_\_

Reference provided by: \_\_\_\_\_

How do you know this volunteer?

How long have you known this volunteer?

Does this volunteer have any experience working with youth that you know of?

If yes, please describe the type of experience that this volunteer has.

Have you observed this volunteer around or working with youth?

If yes, what were your feelings or impressions of this volunteer's interaction with youth?

Do you feel that NYEP is the right volunteer experience for this volunteer? Why or why not?

Is there anything else that you feel that we should know about this volunteer?

We would like to thank you for your time and answers. If you would like information regarding our organization or you would like to become involved with us, please provide us with your email address and we will get in touch with you.