



TELEM CENTER FOR THE AFRICAN CHILD

VOLUNTEER APPLICATION

Telem Center for the African Child, Inc (“Telem”) is a NYC based nonprofit organization that provides cultural, educational and recreational programs throughout the year for children of African descent to explore and celebrate their heritage.

Telem is currently recruiting passionate and committed volunteers to support our programs.

Description of Role

Volunteers provide critical support for our one day only events, multi-day programs and our ongoing programs.

One day events include but are not limited to: dance classes, picnic on International Day of the African child, community service day, museum visit or movie outings. Volunteers help to promote the event, set up as needed, register and chaperone participants, take photographs and clean-up the event space.

Multi-day programs include but are not limited to: Telem Camp, Radio Workshops, Oral History Project and SAT Prep. Volunteers serve as camp counselors, workshop/activity leaders and instructors. Volunteers may also assist with securing a venue for these programs. We are always in need of donated space as Telem does not have its own offices.

Ongoing programs include but are not limited to: tutoring and mentoring program. We are seeking volunteers able to commit to set times to work with Telem youth. Tutoring requires a once a week commitment and mentoring requires a once a month commitment.

Volunteer Requirements

- Demonstrate a commitment to and understanding of Telem’s mission and vision
- Follow through on commitments (E.g. show up at scheduled time)
- Abide by Telem’s rules and policies.
- Consent to background and reference checks.

Application Instructions

- Submit a copy of your current resume with this completed Volunteer Application
- Scan and email your completed Volunteer application to telemcenter@gmail.com
- Or mail your application to Telem Center for the African Child to: PO Box 162, New York, NY 10031
- After review of your resume, application and references, volunteer applicants will be called for an interview.

Call: 1-855-TELEM-NY; 1-855-835-3669 **Email:** telemcenter@gmail.com **Visit:** www.facebook.com/TelemCenter



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VOLUNTEER APPLICATION

Name: _____

Occupation: _____

Date of Birth (MM/DD/YY): _____

Street Address: _____

City/State/Zip Code: _____

Cell Phone: _____

Email _____

Select an email account you check regularly. Most communication from Telem will be through email.

In case of emergency, contact

Name of emergency contact: _____

Relationship to volunteer: _____

Cell Phone: _____

Email _____

Please describe your related work or volunteer experience. (Submit a copy of your current resume with your volunteer application.)

1. For what position would you like to volunteer?

One-day event volunteer

Mentor

Multi-day program volunteer

Tutor

2. Please list all the days and hours you are available to volunteer.

3. Please list skills, training or experience you have that are pertinent to the position to which you are applying.

4. Please list any special talents or your areas of expertise.

5. List all certifications you hold (i.e. first aid, CPR, life guard, etc.) with certification and expiration dates.

6. What is your reason for volunteering and how did you hear about Telem?

7. Do you have any prior criminal convictions or offense? If yes, please explain.

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Non-Discrimination Policy

In all of its dealings, neither Telem Center for the African Child, Inc. nor its duly authorized agents shall discriminate against any individual or group for reasons of race, color, creed, sex, age, culture, national origin, marital status, sexual preference, or mental or physical handicap.

Anti Harassment Policy

Telem Center for the African Child, Inc is committed to maintaining a fair and respectful environment for those working, volunteering and participating in our programs. To that end, and in accordance with federal and state laws, Telem Center for the African Child, Inc prohibits any member of the board, advisory board, employee, member, Telem program participants, volunteers, independent contractors or vendors, from harassing and/or discriminating against any other member of the Telem community because of that person’s race, sex (including sexual harassment), sexual orientation, ethnicity or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. This policy applies to conduct in the workplace, at functions sponsored by the organization, and protects employees/volunteers at all levels and positions within the organization. Violations of this policy must be reported to the President. Incidents of harassment and discrimination will be met with appropriate action, up to and including removal from office for board members, removal from position on advisory board and revocation of membership in Telem Center for the African Child, Inc. Telem Center for the African Child, Inc also prohibits retaliation against someone who has raised a claim of harassment.

If accepted as a volunteer, I agree to abide by the rules and policies established by Telem Center for the African Child, Inc. I certify that the information provide on this form is true, correct and complete to the best of my knowledge.

Signature Date

Please list the names of two personal references below. Please give them the attached Volunteer Personal Reference form to complete on your behalf and return directly to Telem.

Name of Reference #1: _____
Phone: _____ Email: _____

Name of Reference #2: _____
Phone: _____ Email: _____

Email your completed application to telemcenter@gmail.com or Mail to Telem, PO Box 162, New York, NY 10031



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VOLUNTEER PERSONAL REFERENCE FORM

Telem Center for the African Child, Inc. ("Telem") is a nonprofit organization that provides cultural, educational and recreational programs throughout the year for children of African descent to explore and celebrate their cultural heritage. Telem depends on passionate and committed volunteers to help fulfill its mission and program goals. Volunteers serve as tutors, mentors, help out at special events, provide workshops in their skill areas for Telem youth or parents and assist with our fundraising and promotion efforts. The applicant wishes to volunteer for the clients of Telem Center for the African Child, Inc. Your name has been given as a personal reference, and we would appreciate your honest responses to the following questions.

Name of Applicant: _____

1. What is your relationship to the applicant?

2. How long have you known the volunteer applicant? (In months and years)

3. To your knowledge has the applicant ever been convicted of a crime?

4. Do you consider him/her to be of good moral character? Please explain.

5. Do you know of any reason why the applicant should not be trusted with or be around children? Please explain.

6. Would you consider placing the responsibility of a child related to you with the applicant?

7. Would you recommend this person as a volunteer? Why or why not?

**PLEASE MAIL YOUR COMPLETED REFERENCE FORM TO: Telem, PO Box 162, New York, NY 10031
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