

## AWCA VOLUNTEER APPLICATION

### About AWCA

The AWCA (Asian Women's Christian Association) is a 501(c)(3) not-for-profit organization operated by funds raised through grants, charity events, and donations. With a strong emphasis on community outreach, the AWCA continually provides much needed behavioral health, social welfare, health awareness, educational, and senior services for the Asian-American community.

*Our mission statement is to help the individual and the community through professional counseling, social welfare services, cultural and educational programs for Asian families, men, and women according to the spirit of Christianity.*

### Volunteer Opportunities

The AWCA offers a wide variety of volunteer opportunities, ranging from office work to working with children to serving at our senior centers. We are confident that you will find a volunteer position suited to your own strengths and interests!

#### Senior Center

The AWCA serves the senior citizens in our community through our Korean, Chinese, and Japanese Senior Centers. Each Senior Center meets every week, offering a variety of activities that promote active, healthy, and independent lifestyles. We are seeking volunteers to teach class (ESL, Computers & Smartphones, U.S. Citizenship), serve lunch, man the welcoming table, and help with the general operations of the Senior Centers. If you have a skill that you would like to share with our seniors, we welcome you to apply to join our team!

- Fall and Spring semesters
- Korean Senior Center: Mondays, Tuesdays, and Wednesdays, 9:30am – 2:30pm
- Japanese Senior Center: Thursdays, 9:30am – 1:30pm
- Chinese Senior Center: Fridays, 9:30am – 1:30pm

#### SAT Scholarship Class

The AWCA SAT Scholarship Class provides high-quality SAT prep free of charge to students of low-income families. During this four-week course that is offered every summer, students spend their time learning building and honing their knowledge so that they will be fully prepared for their exam. Volunteer teaching assistants (TAs) grade papers, score practice tests, and share their own knowledge and experience with the students.

- Every Summer July (4 weeks)

#### AWCA Office

If you want to learn more about the operations of a non-profit organization, we encourage you to apply for a volunteer internship at the AWCA Main Office! We welcome volunteers of all ages, backgrounds, and walks of life!

- Office Hours: Weekdays, 9am – 5pm
- Additional hours (nights, weekends) may be required for special events, trainings, etc.
- Office Location: 9 Genesee Ave. Teaneck, NJ 07666

### Additional Details

Not only do AWCA volunteers gain valuable experience working with people from all walks of life through our programs, but all of our volunteers are added into our network, which allows them to have first access to AWCA news and events. Additionally, volunteers who qualify will receive the President's Award for Volunteerism through the AWCA. Qualified students receive volunteer hours for college applications and may submit an official request to the Main Office for letters of recommendation.

Please be advised that applicants may be invited to interview with the Main Office in order for a complete qualifications assessment to be performed. Accepted applicants must complete an orientation course to be fully accepted into the AWCA volunteer network.

### Contact

For more information about how you can join our team of volunteers, please contact us at [info@awcanj.org](mailto:info@awcanj.org) or (201) 862-1665.

Please send your complete volunteer application packet to us by:

- Email** [info@awcanj.org](mailto:info@awcanj.org)  
Subject Line: "AWCA Volunteer Application"
- Mail** AWCA  
9 Genesee Ave.  
Teaneck, NJ 07666
- Fax** (201) 862-1662  
Include Cover Sheet with Subject Line: "AWCA Volunteer Application"

Your application may take up to several days to be processed and reviewed by our Main Office. Our staff will contact you via your preferred method of contact upon receipt of your application. Please note that due to the high volume of volunteer applications and limited volunteer positions, your application may be placed on a waiting list until further notice.



Your personal statement is your opportunity to tell us about yourself—your hopes, ambitions, life experiences, inspirations. As you respond, please consider and reflect on how your goals align with the AWCA’s purpose and mission statement. Your response should be between 500 to 1,000 words total. Responses much shorter or longer than this limit will not be considered. You may write your personal statement in English and/or Korean.

Though we do not prescribe a specific prompt, we suggest you reflect on the following before writing your personal statement:

- Why do I want to volunteer with the AWCA?
- Why do I want to volunteer for the specific programs that I specified in my application form?
- What are my hopes and dreams, and how will my experience volunteering with AWCA help me achieve them?

### Application Packet Checklist

- Complete Application Form *Pages 3-4 of this application form, complete with your Signature of Certification below.*
- Personal Statement
- Resume *Comprehensive list of your education, past experiences (employment and/or extracurricular), skills, references, etc.*
- Recommendation Form and/or Letter *Please see the next page for Recommendation Guidelines.*

### Signature of Certification

I hereby certify that the information provided in this application is true and accurate.

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Name of Applicant (printed)

Signature of Applicant

Date

### Parent/Guardian Consent for Minors

*If you, the applicant, are currently under 18 years of age, you must have your parent or legal guardian review the following statement and provide his/her signature below.*

**Name of Applicant:** \_\_\_\_\_

I understand that the above named minor wishes to be considered for volunteer work and I hereby give my permission for him/her to serve in that capacity, if accepted by the AWCA. I understand that he/she will be provided with any training necessary for the safe and responsible performance of his/her duties and that he/she will be expected to meet all the requirements of the position, including regular attendance and adherence to AWCA policies and procedures. I understand that he/she will not receive monetary compensation for the services contributed.

Parent/Guardian Name (printed): \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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