

## AWCA VOLUNTEER APPLICATION

### About AWCA

The Asian Women's Christian Association, Inc. (AWCA) is a 501(c) (3) nonprofit social service agency located in Teaneck, NJ. AWCA serves our community with women's leadership. This year, the AWCA celebrates its 41th year of service to the community according to our mission statement:

*AWCA (Asian Women's Christian Association), centered on the love of Christ, provides families with the resources to become healthy, contributing members of society through education, social, and homecare services.*

### 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!

-Spring & Fall Semester-

- Korean Senior Center: Mondays, Tuesdays, and Wednesdays, 8:30am – 1:30pm
- Japanese Senior Center: Thursdays, 8:30am – 1:30pm
- Chinese Senior Center: Fridays, 8:30am – 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 six-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 –August (6 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!

- Office Hours: Weekdays, 9am – 5pm
- Receptionist; Initial intake of social service; Translation; Interpreter
- Eligibility: College (undergraduate) students and over

#### AWCA LIFE (Youtube Channel)

Video production on Social Welfare News, AWCA Class, Health, Volunteerism (Her story), Social Service Consulting, Homecare Program, etc.

- Writing an article; Taking a picture; Producing a video; Web-design

#### Helping Hands (General)

- Free Lunch Program: Packaging and delivering
- Angel Food Basket Drive
- Event Aid
- Cleaning / Handyman service, etc.

## Additional Details

Not only do AWCA volunteers gain valuable experience working with people from all walks of life through our programs, but all 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 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.

## AWCA VOLUNTEER APPLICATION FORM

*Please type or write legibly in blue or black ink. Only complete application packets will be considered. Please keep a copy of your application for your own records, as it will not be returned to you. Thank you for your interest in volunteering with the AWCA and we look forward to hearing from you!*

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
First Last

Gender:  Male  Female Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

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

Preferred Method of Contact:  Phone  Text  Email  Other: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone Number Relationship

I am interested in the following volunteer opportunities (please rank your top 3 choices):

_____	_____
_____	_____
_____	_____

Korean Senior Center                      SAT Scholarship Class  
 Japanese Senior Center                      AWCA Main Office/ Helping Hands  
 Chinese Senior Center                      AWCA LIFE

I have the following skills (please check all that apply):

- Proficient/fluent in Korean
- Proficient/fluent in Chinese
- Proficient/fluent in Japanese
- Public speaking
- Leadership
- Following directions
- Developing Programs
- Executing Programs
- Conducting Evaluations
- Communications
- Fundraising
- Public Relations
- Working with senior citizens
- Working with youth
- Working with young children
- Teaching
- Other: \_\_\_\_\_

My availability is as follows (please be as detailed as possible):

*Example:*    Morning 9am – 11:30am                      Afternoon 2:30pm – 3pm                      Evening \_\_\_\_\_

Monday:    Morning \_\_\_\_\_                      Afternoon \_\_\_\_\_                      Evening \_\_\_\_\_

Tuesday:    Morning \_\_\_\_\_                      Afternoon \_\_\_\_\_                      Evening \_\_\_\_\_

Wednesday: Morning \_\_\_\_\_                      Afternoon \_\_\_\_\_                      Evening \_\_\_\_\_

Thursday:    Morning \_\_\_\_\_                      Afternoon \_\_\_\_\_                      Evening \_\_\_\_\_

Friday:        Morning \_\_\_\_\_                      Afternoon \_\_\_\_\_                      Evening \_\_\_\_\_

Saturday:    Morning \_\_\_\_\_                      Afternoon \_\_\_\_\_                      Evening \_\_\_\_\_

## Personal Statement

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

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

## Signature of Certification

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

\_\_\_\_\_  
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: \_\_\_\_\_

## Recommendation Form

At least one (1) recommendation is required for all applicants. Please have your recommender complete the following form and submit it to the AWCA Main Office by mail, fax, or email. We suggest receiving a recommendation from your employer, church pastor, volunteer supervisor, etc. We will not accept recommendations from a family member, relative, or personal friend/acquaintance.

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

Name of Recommender: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

1. For how long and in what capacity have you known the applicant?

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2. What 3 words would you use to describe the applicant? Please explain in detail.

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3. What are the applicant's strengths and weaknesses? Please explain in detail.

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4. How well does the applicant respond to feedback and/or criticism? Please explain in detail.

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5. How does the applicant perform in group settings? Please explain in detail.

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