

Oakland Elizabeth House

Live-in Volunteer Profile and Application

Thank you for your interest in the live-in volunteer position at Oakland Elizabeth House. Please fill out this form and return it to Director, Oakland Elizabeth House, 6423 Colby Street, Oakland, CA 94618. If you have any questions, please call us at 510.658.1380. When we receive your application, we will contact you to let you know the next step in the application process.

A. Personal Information

Name _____
First Middle Last

Current Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Daytime Phone # _____ Evening Phone # _____

Birth date _____ Email Address _____ Resume Attached? Yes No

Date available to start _____

B. Job Duties/Responsibilities

Please rate your preferences of the following activities/job duties using the scale:

1-Really Enjoy, 2-Somewhat Enjoy, 3-Neutral, 4-Dislike, 5-Strongly Dislike

If you have no experience with an activity, please rate using your best judgment and make any needed explanations in the Comments space provided.

Activities Coordinator	1 2 3 4 5	Administrative/Office Work	1 2 3 4 5
Cooking	1 2 3 4 5	Craft Work/Decorating	1 2 3 4 5
Events Planning	1 2 3 4 5	Facility Upkeep (clean, fix, paint)	1 2 3 4 5
Finances/Accounting	1 2 3 4 5	Gardening	1 2 3 4 5
Grocery Shopping	1 2 3 4 5	Program Development	1 2 3 4 5
Public Relations/Marketing	1 2 3 4 5	Support Staff/Case Management	1 2 3 4 5
Volunteer Coordination	1 2 3 4 5	Youth Development	1 2 3 4 5

Comments:

C. Personal Experience and Skills

Please answer the following questions in as much detail as possible. Type your responses on a separate piece of paper, being sure to clearly mark which question you are answering by first writing out the question then your answer. Our goal is to get a better picture of who you are and of what your past experiences have been. Thus, while the quality of your writing is important, we will be focusing more on the content of your responses.

1. How did you hear about Elizabeth House?
2. Why do you want to do a year of service? Why have you chosen to apply to Elizabeth House?
3. What appeals to you about living on site? What concerns you about living on site?
4. What other volunteer work have you done? Describe what you liked or didn't like in past volunteer work.
5. What past paid employment have you held? Describe what you liked or didn't like in past employment.
6. What education have you received since high school? Include school names, degrees earned, fields studied. Describe any education or other experiences in an academic setting that will contribute to your work at Elizabeth House.
7. What work experience, special skills, gifts or talents can you bring to Elizabeth House?
8. What experiences have you had working at and/or living in a community setting?
9. Do you have any concerns (including health conditions or special needs) that might affect your ability to be an effective volunteer/staff member?
10. What are your personal hobbies and interests?

D. Workplace Experience and Character

Please complete the following questions on a separate piece of paper, being sure to clearly mark what question you are answering by first writing out the question and then your answer. The following questions are meant to give us a better sense of how you would handle the specific challenges involved in the Live-In Volunteer position at Elizabeth House.

- a. Describe the kinds of structure and/or flexibility that you prefer in your work environment. For example, do you prefer to create your own structure and work independently, or do you thrive in a highly structured/managed environment? Give examples from past experiences.
- b. How do you deal with conflict? For example, do you confront a person/situation instantly, do you wait and contemplate how to confront a person/situation, or do you avoid conflict and confronting people/situations altogether? Give examples from past experiences.
- c. Do you prefer to work in a team, independently, or a combination of both? Give examples from past experiences.
- d. Are you project oriented? Do you prefer tasks with beginnings and endings or do you enjoy long-term, ongoing assignments? Please explain.
- e. How would you rate your communication skills, both verbal and writing?
- f. We believe it is important for the live-in volunteers to have time away from the House, whether at another part-time job, at school, or just hanging out and taking advantage of opportunities in the Oakland/Berkeley/San Francisco area. If you came to Elizabeth House as a live-in volunteer, what other goals/plans do you have on how to spend your "off-work" time?
- g. Do you have any experience working with low-income and homeless men, women or children? If yes, what type of relationship did you have with them? What did you learn? What challenges did you face?

E. References

Please give two references. Include their name, the context in which you know them, and their contact information. Please do not include family members or friends. If you have filled out an AmeriCorps application, you may use the same references.

F. Other Information

Please feel free to give us any other information that you believe is important for us to have.