

Date: _____

Oak Park Our Whole Lives Information Form—All Volunteer Positions

Name (First, Last): _____

Address: _____

Phone: _____ Email: _____

Best way to contact me is: (please check one)

Phone Email Other (please explain) _____

As is typical for organizations that work with children, we perform Criminal and Sex Offender background checks for all volunteers who may have any contact with children in our care. Sign here to indicate that you understand and accept that a background check will be performed for you.

X: _____

Interest

Please briefly state your interest in volunteering with Oak Park OWL.

Do you need verification of participation or other for a particular purpose, such as class credit? If so, please explain.

Type of Work

We have needs in many areas! What are your interests/abilities? Please check all that apply.

___ **Classroom Support**

Jobs may include setting up/taking down classroom or assisting in the classroom. (For volunteer facilitator/teacher, please use a different information form, available on www.opowl.org)

___ **Admin-Physical materials**

May include organization/inventory of supplies, help with physical mailers, organizing paper and other materials for classroom.

___ **Admin-Virtual Organization**

Requires access to a computer. Jobs may include database development and support, bookkeeping, file organization.

___ **Research and Social Media**

Jobs may include resource development and creating content for social media posts.

___ **Events**

Jobs may include help setting up/cleaning up space, handing out information and flyers, staffing an information table, and childcare support.

Volunteer Positions

In addition to these needs, we sometimes have open positions in our organization. These are specific roles and require an ongoing commitment of 2-5 hours per week, as well as an interview. Some examples of positions are below.

Volunteer and Co-op Coordinator

Coordinate volunteer needs and scheduling, recruit volunteers, and track volunteer hours.

Administrator

Files annual paperwork for IL NFP status, works with Treasurer and insurance agent to maintain/update insurance, keeps legal paperwork up to date.

PR Strategist

Works with the Board to develop strategies for sharing the work of Oak Park OWL with the public.

___ If you are interested in a position like this, check here and we will get back to you about current openings.

Thank you for your interest in becoming a volunteer for Oak Park Our Whole Lives!

Contact us at: oakparkowl@gmail.com

www.opowl.org