

Neutral Zone Volunteer Packet

2018-2019

Thank you for your interest in volunteering with the Neutral Zone. There are many projects and programs for community members to get involved with throughout the year. We also have an occasional need for volunteers for special events or projects. To ensure a quality experience for volunteers and youth we encourage individuals and groups interested in volunteering to submit a resume along with a completed application. At the beginning of the school year, interested volunteers are contacted and given a brief interview to match their skill sets with specific program areas. Selected individuals will be invited back to the Neutral Zone for an orientation and to start their volunteer roles. Though we wish to support everyone's interest we believe this volunteer process ensures a high quality experience for both the youth and community member.

Thank you again for your interest in connecting with the Neutral Zone, your support is greatly appreciated!

Volunteer Process Summary:

Step 1. Return individual or group application along with a resume. Forms can be dropped off during business hours; or emailed to NZ's Program Director, Suzie Staley at: suzie@neutral-zone.org; or mailed to Neutral Zone, 310 E. Washington Street, Ann Arbor, MI 48104

Step 2. Volunteers will be contacted by a Neutral Zone staff member to schedule an interview time. Interviews will be held as needed.

Step 3. Volunteers will be called back updating them on available positions. Individuals not given a volunteer position will be contacted regarding other opportunities and put on an email list.

Step 4. Individuals given volunteer roles will need to attend a mandatory orientation **on either October 2nd from 6-8 pm or October 9th from 4-6 pm** and will then begin their time at the Neutral Zone! You **must** sign up for an orientation date with Anne.

Neutral Zone Volunteer Opportunities

2018-2019

We are extremely grateful for all your interest and commitment to support youth who are involved at the Neutral Zone. Here are a few volunteer positions that need to be filled:

Position:	Drop In Support/Tutoring	6-8 positions	Staff Support: Daniel Bigham
Activities:			
<ul style="list-style-type: none"> ● Greet teens and assist with the registration process ● Engage teens through conversations, games, planned activities ● Provide tutoring in academic subject areas ● Set up and clean up snack for the tutoring program ● Assist in maintaining the cleanliness of the cafe/kitchen space 			
Skills or Experience Required:		Time Commitment:	
<ul style="list-style-type: none"> ● Passion for working with at risk high school age youth ● Willingness to take initiative in an energetic environment ● Ability to provide tutoring in an area of study (math, English, science, foreign language). ● Outgoing personality to connect and build relationships. 		Tutoring: Monday through Thursday 2:30-6pm. Drop in Support: Monday through Thursday 6-8pm and Fridays 4-6pm. Volunteers should be available weekly for at least two hours.	

Additional one time project/event volunteer opportunities:

1) Mailings: Volunteers needed to collate, label and stamp. *8-12 volunteers needed.*

2) Quarterly Neutral Zone cleaning- Volunteers needed for our annual spring cleaning and end of the year cleaning

3) Special events: Volunteers needed general support and set-up and clean up the day of special events.

*Please visit the Neutral Zone website www.neutral-zone.org for volunteer opportunity updates and special project dates



The Neutral Zone
Where teens lead, create and innovate

Office Only

Orientation: _____

Background Check: _____

Match: _____

Neutral Zone Volunteer Application 2018-2019

Your Information

Name: _____ Email: _____

D.O.B. ____/____/____ Phone: _____

Address: _____

Emergency Contact Information

Name: _____

Relationship: _____

Phone: _____

References (Please DO NOT include relatives)

Reference Name: _____

Relationship: _____

Phone: _____

Reference Name: _____

Relationship: _____

Phone: _____

Personal Background and Volunteer Information

Education Background:

Professional training, certifications, special skills related to potential volunteer experience:

Volunteer Interest

Please check the areas that fit your interest:

- Drop-in:** Assist in preparing healthy snacks, support tutoring, hang out with teens, and do light clean up. *Weekly commitment required.*
 - Program Area:** Support a Neutral Zone leadership, music, literary arts, visual arts, or education program. *Specific skills generally required.*
 - FreNZ:** Participate in a professional community of young adults who host events to fundraise and create more awareness of the Neutral Zone.
 - Building Maintenance:** Volunteers who have skill sets in building maintenance, repairs, and building projects
 - Special Events and Development Committee:** Support our special outreach and fundraising events.
 - Group Projects:** Groups work together to prepare dinners, host cleaning parties, support mailings, or participate in special projects.
 - Other:** Please describe:
-

What are your preferred days and times?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you volunteering on behalf of an organization/company? YES NO

If yes, who? _____

Statement of Agreement

I will not hold the Neutral Zone accountable for any injury that might occur to me throughout my work as a volunteer. I grant permission for the Neutral Zone to contact any listed references and to review a comprehensive background check.

Volunteer Signature: _____ Date: _____

Thank you for your interest! Please submit your application and confirm your attendance to participate in an upcoming volunteer orientation that includes an opportunity to learn about Neutral Zone mission, practices, and policies.

Contact: Suzie Staley (Program Director) or Alex Alaniz (Admin Coordinator)

310 E. Washington, Ann Arbor, MI, 48104

Phone: 734-214-9995

Fax: 734-214-9997

suzie@neutral-zone.org or alaniz@neutral-zone.org
