

# Neutral Zone Volunteer Packet

## 2017-2018

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 gr application along with a resume. Forms can be dropped off during business hours; or emailed to NZ's Volunteer Coordinator, Anne Preston at: [anne@neutral-zone.org](mailto:anne@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. Volunteers will have a 15-30 minute interview with the staff in charge of their program area of interest and the volunteer coordinator.

**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 attend a mandatory orientation **on either October 2nd from 4-6 pm or October 16th from 6-8 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

## 2015-2016

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:

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

<b>Position:</b>	Video Production Assistant	<b>Staff Support:</b> Phil Boos
<b>Activities:</b>		
<ul style="list-style-type: none"> <li>• Mentor youth in building skills to teach camera functions video editing software, such as Final Cut or Adobe Premiere, and in various storytelling methods.</li> </ul>		
<b>Skills or Experience Required:</b>		<b>Time Commitment:</b>
<ul style="list-style-type: none"> <li>• Experience with on-location and in studio video shoots.</li> <li>• A basic understanding of Adobe and Apple editing software.</li> <li>• Be willing to show examples of personal artistic work</li> </ul>		2-4 hours per week. Must be available Mondays from 4:30-6pm.
<b>Interview Time(s):</b> Schedule with Phil and Anne		

<b>Position:</b> B-Side Street Team Volunteer	<b>Staff Support:</b> Charlie Reischl
---	---------------------------------------

<b>Activities:</b>	
<ul style="list-style-type: none"> <li>• Mentor youth on flyers practices - where to hang postings in public and walk around with them downtown to hang signs.</li> </ul>	
<b>Skills or Experience Required:</b>	<b>Time Commitment:</b>
<ul style="list-style-type: none"> <li>• local music scene knowledge -</li> <li>• graphic design ability</li> <li>• copy machine skills</li> <li>• tape gun skills</li> </ul>	2-4 hours a week (1-2 flyer runs/ week)
<b>Interview Time(s):</b> Schedule with Charlie and Anne	

<b>Position:</b> Literary Arts Assistant Raynor	<b>Staff Support:</b> Molly Pershin
<b>Activities:</b>	
<ol style="list-style-type: none"> <li>1. Support with coordinating literary arts events and field trips (i.e. poetry performances, slams, etc)</li> <li>2. Support with promoting literary arts events and programs (i.e. designing marketing materials)</li> <li>3. Support in developing, gathering and synthesizing feedback on literary arts from teens</li> <li>4. Help with expanding literary arts opportunities for NZ teens through school outreach, developing community partnerships, cultivating donors, etc.</li> </ol>	
<b>Skills or Experience Desired:</b>	<b>Time Commitment:</b>
<ul style="list-style-type: none"> <li>• Experience working with marginalized youth</li> <li>• Background in literary arts (poetry and/or fiction)</li> <li>• Experience with event management and marketing</li> <li>• <b>Graphic Design- Illustrator and Photo Shop</b></li> </ul>	2-6 hours per week
<b>Interview Time(s):</b> Schedule with Molly and Anne	

<b>Position:</b> Red Beard Press Assistant Persin Raynor	<b>Staff Support:</b> Molly
<b>Activities:</b>	
<ol style="list-style-type: none"> <li>1. Support with planning and facilitating workshops around publishing and book design with teens in Red Beard Press (NZ youth-led publishing press)</li> <li>2. Support with recruiting submissions for RBP books</li> <li>3. Support with designing layout and graphics of RBP books</li> <li>4. Support with ordering and distribution of RBP books to libraries, bookstores, schools, etc</li> <li>5. Support with coordinating and promoting book release parties for RBP authors</li> <li>6. Support with maintaining a RBP library at NZ and RBP bookshelf at Ann Arbor District Library</li> </ol>	
<b>Skills or Experience Desired:</b>	<b>Time Commitment:</b>
<ul style="list-style-type: none"> <li>• Experience working with marginalized youth</li> </ul>	2-4 hours per week, must be available Mondays 3:30-5:30.

- Background in literary arts (specifically publishing)
- Experience with event management and marketing
- Familiar with In-Design, Illustrator and Photo Shop

**Interview Time(s):** Schedule with Molly and Anne

### **Additional one time project/event volunteer opportunities:**

- 1) Fall event invitation mailing, late August:** Volunteers needed to collate, label and stamp invitations. *8-12 volunteers needed.*
- 2) End of the year program mailing:** Volunteers needed to collate, label and stamp end of year appeal. *8-12 volunteers needed.*
- 3) Quarterly Neutral Zone cleaning-** Volunteers needed for our annual spring cleaning and end of the year cleaning
- 4) Poetry Night in Ann Arbor Ticket and Book Sales:** Volunteers needed to sell tickets and books for poetry night performance.
- 5) 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](http://www.neutral-zone.org) for volunteer opportunity updates and special project dates



**Neutral Zone  
Volunteer Application 2017-2018**

**Your Information**

Name: \_\_\_\_\_

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

\_\_\_\_\_

D.O.B. \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

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: Anne Preston (Volunteer Coordinator) or Kelsey Cavanagh-Strong (Youth Driven Spaces Manager)**

**310 E. Washington, Ann Arbor, MI, 48104**

**Phone: 734-214-9995 Fax: 734-214-9997 [anne@neutral-zone.org](mailto:anne@neutral-zone.org) or [kelsey@neutral-zone.org](mailto:kelsey@neutral-zone.org)**

---