Dear Prospective Volunteer,

Thank you for your interest in being a volunteer with The Aurora Center for Advocacy & Education. With a small staff, our volunteers provide the foundation for all of the work we do to end violence against individuals on campus. We are so pleased that you wish to be a part of this important and challenging work!

The Aurora Center (TAC) provides free and confidential crisis intervention to victims/survivors of sexual assault, relationship violence, and stalking. TAC also provides services for people who are concerned about a friend or loved one who has experienced these types of crimes. TAC accepts walk-in clients and operates a 24-hour helpline, which is answered 365 days a year. Student volunteers answer the helpline after-hours and on weekends and holidays. We assist over 500 people per year through our advocacy services.

TAC also provides education on the issues of sexual assault and relationship violence. Our educational presentations are designed to fit the needs of the group requesting the presentation. Our major educational initiative is titled “Step Up! A Prosocial Behavior Training Program”. It is designed to be facilitated by student volunteers. Presentations were made to close to 9,000 people last year alone.

TAC provides opportunities for students through three volunteer positions: Special Projects Volunteers, Direct Service Advocates and Prevention Educators. A job description for each position is enclosed. A one year commitment is required which means seniors can not apply.

The next training offered is for Special Projects Volunteers (SPV). SPV’s help us with marketing and outreach and received 6 hours of training on June 3, 2016. SPV’s must be available to help with tabling throughout the summer and often early in the AM. A job description is attached to this document. An application and recommendation form are also attached and due by or before May 1, 2016. When both have been received, a pre-training interview will be scheduled.

Because of the nature of the work and the confidentiality involved a certification training of 40 hours is required for those who would like to do direct service or prevention education. The schedule has evolved over time in part with feedback from participants. You are responsible to negotiate with instructors or employers in order to accommodate to the training time. The 40 hour training happens usually the first full week of February, Thursday through Sunday of each of the two weekends. Dates for 2017 are to be determined and will be posted when decided. Applications and recommendations can be received at any time. Again, forms are included in this packet of materials. Deadline for the 40 hour February training is Nov. 15, 2016. A pre-training interview is required. Training space is limited so early application is strongly suggested.

Please review the application information documents carefully. Working as a volunteer requires commitment, energy, compassion, and time. Please feel free to contact me via email with any questions you may have about the program or the volunteer training.

Jerie Smith, Volunteer Coordinator
smith449@umn.edu
The Aurora Center for Advocacy & Education  
University of Minnesota – Twin Cities

Policy on Volunteer Training and Program Participation

The Aurora Center for Advocacy & Education (TAC) at the University of Minnesota is committed to the belief that all people have the right to live free of violence and of the fear of violence. We recognize that sexual assault, sexual harassment, relationship violence, and stalking are not isolated incidents, but rather the individual expressions of a pervasive cultural attitude that tolerates violence. We believe that sexual and relationship violence can best be addressed through social action, education, and advocacy.

The Aurora Center for Advocacy & Education was formed to:

• Ensure the delivery of quality services to all segments of the University of Minnesota community by The Aurora Center and other offices that the victim/survivor may need to contact for assistance;

• Ensure the inclusion of the wide diversity of people of the University as staff, volunteers, and constituents of The Aurora Center;

• Ensure effective communication between The Aurora Center and other people who are concerned about sexual and relationship violence;

• Eliminate, eradicate, or in the very least, identify and reduce the existence of violence against people and other forms of oppression at the University of Minnesota and of the community as a whole.

TAC strives to provide quality services to the University community and meaningful leadership and volunteer opportunities for students. We welcome students of all races, religions, sexual orientations, and abilities to participate in trainings and work as volunteers. Because of the requirement of one year of service beyond training, seniors are restricted from applying.

Completion of the training is a requirement to work as a volunteer, but it does not guarantee the opportunity to volunteer. All volunteers must also fulfill the requirements set forth in the Volunteer Job Description(s) and Agreement. These requirements include, but are not limited to: the ability to conduct oneself in a professional manner, a thorough and demonstrated understanding of sexual and relationship violence as oppression and closure on any personal experience as a victim.
Volunteer Testimonials

Before, I thought leadership involved being a leader in a certain group (head of a club, etc.). But now I realize it's also about helping others and sharing the skills that I have, and educating others.

I am much more knowledgeable about statistics, definitions, and how to handle lots of situations because of my volunteer experience. This has had more of an impact on my reactions to friends, but I know will help me in my career job someday too.

It is necessary to have time management skills as a member of The Aurora Center. Along with all the other skills I have gained, this surprisingly is one of the largest improvements.

Volunteer Meetings are required!

All Volunteers—following training, volunteers meet monthly on Saturdays for approximately 3 hours. So, in 2016 those dates would be: September 17, October 15, November 19 and in 2017: January 28, February 25, March 25 Annual Recognition Celebration takes the place of one Volunteer meeting and will be Friday, April 28th from 4-6 PM. You do not attend meetings until you have finished training.

Because these meetings are mandatory, please consider whether attending will be possible for you before you decide to attend volunteer training.
Job Description for Special Projects Volunteer (SPV)
The Aurora Center for Advocacy & Education
University of Minnesota – Twin Cities

Title: Special Projects Volunteer

Requirements:
- Interest in working in the anti-sexual assault and anti-relationship violence movements
- Initial training of no less than six hours (usually in May)
- Understanding of sexual violence as a social justice model and one form of oppression with an awareness of the connections between sexism, racism, classism, homophobia, heterosexism, and ableism to violence
- Successful completion of training requirements
- Commitment to volunteer for one year (seniors can not apply)
- Commitment to uphold the volunteer agreement made with TAC
- Mandatory once a month meetings/in-service trainings starting in September
- Ability to conduct oneself in a professional and ethical manner, including respect and maintaining healthy boundaries
- Adherence to strict policy of confidentiality
- Closure on any issues/victimization related to sexual assault, relationship violence, or stalking
- Cannot date or have an intimate relationship with clients that you advocate for at TAC

Duties:
- Desire and ability to assist TAC in spreading information about its resources
- Ability to commit to volunteer during the following summer particularly Orientation tabling daily through the months of June & July and some days in August. (Monday-Thursday, 8:00 AM)
- Be available to extend outreach on behalf of TAC by tabling for specific events sponsored by TAC, such as a display tables at Coffman, tabling for a Domestic Violence Awareness Month (DVAM) or Sexual Assault Awareness Month (SAAM) event, in response to requests from U of M or broader community like Welcome Week, activities fairs and other individual requests during fall semester
- Prepare for and represent TAC in the Office for Student Affairs section of the Homecoming Parade

Opportunities:
- Help with projects like button making, distributing fliers, chalking sidewalks, developing outreach materials as requested
- Help in the office with tasks to be identified by staff and interns
- Create your own special project with supervision of Volunteer Coordinator
- Act as ally to survivors of violence within your circles of influence
- Consider further training to become a Violence Prevention Educator or Helpline Advocate

Report to: Staff of The Aurora Center
Job Description for Violence Prevention Educator (VPE)
The Aurora Center for Advocacy & Education
University of Minnesota-Twin Cities

Title: Violence Prevention Educator

Requirements:
- Successfully complete 40 hours of training provided by TAC
- Commitment to volunteer for at least one year (seniors can not apply)
- Commitment to honor the volunteer agreement made with TAC
- Mandatory once a month meetings/in-service trainings
- Interest in working in the anti-sexual assault and anti-relationship violence movements through educational initiatives and public speaking
- Ability to conduct oneself in a professional and ethical manner, including respect and maintaining healthy boundaries
- Adhere to strict policy of confidentiality
- Commitment to practicing upcoming presentations on your own
- Understanding of sexual violence as one form of oppression and awareness of connections between sexism, racism, classism, homophobia, heterosexism and ableism to violence
- Closure on any issues/victimization related to sexual assault, relationship violence, or stalking
- Cannot date or have an intimate relationship with clients that you advocate for at TAC

Duties:
- Complete at least 5 presentations each semester
- Table for TAC at events a minimum of 3 times a semester
- Respond promptly after an email has been sent to all VPEs requesting presenters for an upcoming educational presentation
- Come prepared and attend two mandatory one hour practices prior to each presentation
- Present the PE curriculum or materials with the intended audience at the time and date requested
- Increase campus awareness of The Aurora Center, its service, and the Prevention Education program, encouraging groups and classes to invite VPEs to make a presentation
- If you are unable to fulfill the responsibilities of a presentation you must find another VPE to replace you

Opportunities:
- Become a leader and gain career-building experience
- Apply for student staff positions
- Build your public speaking skills

Report to: Staff of The Aurora
Title: Sexual Assault/Relationship Violence Direct Service Advocate

Requirements:
- Successfully complete 40 hours of training
- Commitment to volunteer for at least one year (seniors can not apply)
- Commitment to uphold the volunteer agreement made with TAC
- Mandatory attendance at monthly in-service training meetings
- Interest in working in the anti-sexual assault and anti-relationship violence movements with victims/survivors and/or with significant people in their lives
- Ability to conduct oneself in a professional and ethical manner, including respect and maintaining healthy boundaries
- Adhere to strict policy of confidentiality
- Understanding of sexual violence as a social justice model and one form of oppression with awareness of the connections between sexism, racism, classism, homophobia, heterosexism and ableism to violence
- Closure on any issues/victimization with sexual assault, relationship violence, or stalking
- Cannot date or have an intimate relationship with clients that you advocate for at TAC

Duties:
- Provide a minimum of 3-5 nights per month of on-call coverage for the helpline during the hours that the office is closed
- Table for TAC at events a minimum of 3 times a semester
- Hold in confidence all agency and advocate-client related business
- Receive regular supervision individually and/or in a group setting
- Provide advocacy when necessary at any of the three University hospitals
- Work closely as a team with the other advocate and the staff back-up who are on-call during the same period of time
- Provide thorough and professional helpline advocacy, information and referrals, and appropriate follow-through
- Provide appropriate outreach services to legal, medical, law enforcement, and academic agencies.
- Provide follow-up advocacy to clients if appropriate and in consultation with staff
- Complete paperwork in client folders and for the office in a comprehensive and timely manner

Other Opportunities:
- Become a leader and gain career-building experience
- Opportunity to apply for student staff positions

Report to: Staff of The Aurora Center
Recommendation Form
The Aurora Center for Advocacy & Education
University of Minnesota – Twin Cities

Applicant:

Please provide a letter of support from a reference using the information on the right side of this page. Recommender can mail, email or give it to you to include with your application form. References may not be family members or friends. Please provide your recommender with enough time to correspond with the dates below.

Due Date for Applications and Recommendations for Special Projects Volunteers- May 15, 2016 and for Direct Service or Violence Prevention Educators-no later than November 15, 2017. Early application is strongly encouraged.

Name________________________________
Email________________________________
Desired Volunteer Position:
(Circle one)

* Direct Service Advocate (DSA)
* Violence Prevention Educator (VPE)
*Special Projects Volunteer (SPV)

Signature______________________________

Recommender: This form is to recommend a University of Minnesota student to volunteer for The Aurora Center for Advocacy & Education. The Aurora Center provides free and confidential support to victims and survivors of sexual assault, relationship violence, and stalking as well as offers campus education programs.

Your Name
_____________________________________
Title
_____________________________________
Email
_____________________________________
Telephone
_____________________________________

Please attach a one page reference letter to this form that addresses the following:

- How you know the applicant and length of time?
- Would you recommend the applicant?
- How would you describe this person in terms of responsibility, professionalism, and maturity?
- How has this person responded to challenging situations? Please give a specific situation?

Mail: 128 Pleasant Ave SE, Suite 117
Minneapolis, MN 55455

Fax: (612) 626-9933 or email: smith449@umn.edu

Questions: Jerie Smith smith449@umn.edu

Thank you for your support
The Aurora Center for Advocacy & Education
Volunteer Application 2015-16

Due Date: Applications for Direct Service and Violence Prevention Educators can be received at any time. Space is limited so it's never too early to apply. Specific training dates are included on the first page of this packet of information. Application deadline is Nov. 15, 2015. Applications for Special Projects Volunteers will be accepted until May 1, 2016. Training date for SPV’s is still to be determined but will be early in June of 2016.

Name: __________________________________________________________

Phone: ___________________________ Email: ________________________________

How are you affiliated with the University?________________________________________________________

If you are a student, expected date of graduation? _________________________

Birthday________________________________

Address:_________________________________________________

__________________________________________________

Please answer the following questions using space on the back, type and scan, use whatever method works for you and return along with your recommendation to The Aurora Center. When we have received both the application and the recommendation you will be contacted for a Pre-Training interview.

1. What factors have encouraged you to want to volunteer for The Aurora Center (TAC)?

2. In what capacity are you most interested in serving? (circle one of the following and please indicate why)

   Direct Service Advocate   Violence Prevention Educator   Special Projects Volunteer*

*Please note: If you are applying for Special Projects training you must be available in the summer and for the training date of June 3rd.
3. How did you hear about The Aurora Center?

4. If someone asked you “How can you best prevent sexual assault from happening?” What would you say?

5. Describe a time when you served as an ally, that is, a time when you saw something you knew was wrong and stepped in to help.

6. How would you respond to someone who tells you they were sexually assaulted?

7. What experiences do you have that may be helpful for TAC?

8. Sexual assault and relationship violence happen to all regardless of gender, origins or creed. How would you respond to a client you might not expect to serve or an audience that may not look like you?
9. Describe how you plan your time when you are contemplating taking on a new experience like volunteering with TAC? What do you consider? What might you have to change in your schedule in order to meet the job description of a TAC volunteer?

10. The mandatory volunteer meeting dates are one Saturday a month for approximately 3 hours. Dates for volunteers training as SPV’s in June are: September 17, October 15, November 19, January 28. Following training in February for direct service or violence prevention education, the dates are: February 25, March 25th with the Recognition Celebration Friday April 28th from 4-6 PM. You do not attend these meetings until after you have finished training. What arrangements do you need to make and/or how will you manage these dates in your academic/work and personal schedule?

11. As you have already read in the policies of The Aurora Center, it states “All volunteers must fulfill the requirements set forth in the Volunteer Job Description(s). These requirements include, but are not limited to: the ability to conduct oneself in a professional manner, a thorough and demonstrated understanding of violence against women as oppression, closure on any personal experience as a victim.”

   Because we are concerned about your well-being and the well-being of the people we serve, have you had any experience of sexual assault, relationship violence, or stalking that is not resolved and might keep you from being able to fulfill your volunteer experience with TAC? (Please circle) YES  NO

12. What do you do to take care of yourself?

13. How would people who know you describe you?

14. Is there anything else you would like us to know?