

# CASA Ruby - Volunteer Application

### Mission: Casa Ruby is an organization of activists and allies that empower lesbian, gay, bisexual, trans, queer, questioning, intersex, and asexual individuals to speak for themselves, educate their communities, and support one another.

**Casa Ruby seeks strong volunteers for organizational support. We value leadership and a passion for social justice.**

Preferred Name Preferred Gender Pronoun Legal Name

Ethnicity E-mail

Phone (cell) (home) (work) Address

City State Zip code

What is the best way to contact you? Would you like to be on our mailing list if you aren’t already? Yes No

### I understand that Casa Ruby will review all volunteer applications and will only place qualified applicants. Falsification of information is reason for immediate dismissal. I give Casa Ruby permission to request a criminal background check.

Signature Date Date of Birth / / Driver’s License/State ID #

### Availability:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

**What volunteer job are you most interested in? (Please rank from 1-3, 1 being most interested.) See attached “Volunteer Job Descriptions” at the end of the form for more information.**

* Social Activities
* Drop-In center support Staff
* Facilitator at Support Groups
* Administrative Duties/Data Entry Support
* Cleaning/Office Maintenance
* Board of Directors
* Pride day celebration Committee
* Finance Committee
* Planning and Policy Committee
* Intern for School Credit

### On a separate piece of paper- please answer the following questions:

1. What special qualities and/or skills do you bring to Casa Ruby in these specific volunteer roles?
2. Explain your interest in the volunteer positions above.
3. What would you like to get out of volunteering for Casa Ruby?
4. Do you have any experience working in the positions above?
5. We are working toward queer liberation in all its forms. What is your experience working on: undoing racism, challenging homophobia, (dis)ability awareness, individuals leadership/anti-ageism, ending sexism, or understanding class oppression?

**Notes on Confidentiality**

**Casa Ruby works to make our organization a safe place for all to come and be their full selves. Here are some guidelines for confidentiality at Casa Ruby:**

* **In public spaces, we ask volunteers/staff not to acknowledge anyone unless they acknowledge you first. This way, we are not “outing” anybody as Casa Ruby members.**
* **If someone calls, emails, or drops by asking for a certain individual, we will not confirm or deny their past, present or future participation in Casa Ruby programs.**
* **We ask for consent from the individuals in either verbal or written form when taking photos or video during any Casa Ruby function.**
* **Adult volunteers and staff agree to keep what is said in Support Group confidential. However, individuals are aware that staff and adult volunteers are mandated reporters, and if a situation arises where an individual is being harmed or in danger of harming others, we are obligated to report that situation. If anyone involved is under the age of 18 we report to Child Protective Services.**
* **Our support groups are not open for observation by outside visitors.**

**Code of Conduct**

1. **Casa Ruby personell shall prevent situations where they are alone with clients and cannot be monitored. Make sure to leave doors open to rooms.**
2. **Staff and volunteers shall not abuse CASA members. This includes:**
   * **Physical abuse, Verbal abuse, Sexual abuse, Mental abuse or Neglect**
3. **Staff and volunteers will respond to clients with respect and will treat all participants equally.**
4. **Staff and volunteers will refrain from conduct that is overtly sexual or has sexual overtones in the presence of participants.**
5. **Using, possessing, or being under the influence of alcohol or illegal drugs during Casa Ruby sponsored events is prohibited.**
6. **Members should avoid excess profanity or derogatory comments or jokes.**
7. **Members should model healthy lifestyles by avoiding self-harming behavior with clients; i.e. smoking, drug use.**
8. **Staff and volunteers are not to transport clients under 18 years of age in their own vehicles except for Casa Ruby events.**
9. **Members are prohibited from engaging in romantic or sexual relationships with any underage clients.**
10. **The safety of all clients is paramount. Board members, paid and unpaid staff and volunteers will maintain the confidentiality of clients.**
11. **As a Casa Ruby volunteer, staff or board member, you are a mandated reporter in and outside of your volunteer work at Casa Ruby and are required to report abuse or neglect. You will need to make the call to respective authorities yourself and within 12 hrs. of the disclosure. Staff will sit with you during this call or be available for support if needed.**

### I UNDERSTAND THAT VIOLATION OF THIS CODE OF CONDUCT MAY RESULT IN TERMINATION OF MY INVOLVEMENT WITH CASA RUBY.

Signature

Name (Please Print)

Date

2822 Georgia Ave. NW Washington, DC 20001 Phone (202) 355-5155



### APPLICANT DISCLOSURE

Answer **YES** or **NO** to each listed item. If the answer is **YES** to any item, explain in the area provided, *indicating the charge or finding, the date, and the court(s) involved*.

1. Have you ever been convicted of any crimes against other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment?

### ANSWER IF YES, EXPLAIN BELOW please attach any relevant explanation to this application

1. Have you ever been convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult, as follows: first, second, or third degree theft; first or second-degree robbery; forgery?

### ANSWER IF YES, EXPLAIN BELOW please attach any relevant explanation to this application

1. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited a vulnerable adult?

### ANSWER IF YES, EXPLAIN BELOW please attach any relevant explanation to this application

1. Have you ever been found in any protection proceeding to have abused or financially exploited a vulnerable adult?

### ANSWER IF YES, EXPLAIN BELOW please attach any relevant explanation to this application

**Volunteer Job Descriptions**

**Social Activities/ Support:** Commitment varies.

* + Provide support to Staff and organizers during events such as, Gay Pride, Gay Camp, fieldtrips and more.
  + Transport individuals to and from events.
  + Make sure that all participants at Casa Ruby events are respecting the Space Agreements.

**Anti-Violence Program** Commitment varies

* + Hotline information/ crisis intervention
  + Face to face crisis intervention
  + Hospital accompaniment
  + Court accompaniment
  + Law enforcement accompaniment

**Drop-In Hours Staff**: 2-4 hours/week.

* + Weekly drop in for 2 to 4 hour shifts with another volunteer.
  + Facilitate activities such as art projects, movie nights, homework help, etc.
  + Consistently show up for one shift/week.

### Special Events and Fundraising

* + Working and fundraising events
  + Event planning Work with the Board of Directors to fundraise for Casa Ruby.
  + Soliciting goods/ services for auction
  + Giving building tours
  + Inviting contacts to attend events
  + Writing thank you letters

**Adult Facilitator:** 5:00-7pm or 7-9pm Wednesday evenings. 2 evenings/month.

* Co-facilitate Casa Ruby Individuals’ weekly support group atleast once a month.
* Perform intake interviews with new individuals attending group meetings.
* Provide appropriate feedback for individuals when asked.
* Attend monthly facilitator meetings.
* Commit to ongoing facilitator training.
* Facilitators are asked to commit to 1 year of facilitation.

**Administration Duties/Data Entry Support:** Commitment varies.

* Work with Staff to manage the organizations information electronically.
* Have basic computer skills/knowledge.

**Cleaning and Office Maintenance:** 2 hours/week or bi-weekly.

* Help keep our organization’s space clean and welcoming.
* Cleaning duties include, vacuuming, dusting, and organizing.

**Board of Directors:** 2 year term, 4-8 hours/week.

* The Board is responsible for the oversight of all Casa Ruby operations:
  + Determine the organization’s mission in cooperation with individuals and staff and set policies for its operation, ensuring that the provisions of the organization’s charter and the law are being followed.
  + Work with board team, staff, and individuals on strategic planning.
  + Establish fiscal policy and boundaries, with budgets and financial controls.
  + Provide adequate resources for the activities of the organization through direct financial contributions and a commitment to fundraise.

**Committee Work:** 1-2 meetings monthly. 6-10 hours/month.

#### Friends of Casa Ruby Committee:

* Work with the Board of Directors to do outreach and education about Casa Ruby Individuals.
* Work with the Board of Directors to fundraise for Casa Ruby Individuals.
* Work to keep the community connected to Casa Ruby Individuals’ activities.

#### Finance Committee:

* Work to provide financial oversight and management for the organization.
* Skills in budgeting and book keeping are recommended.

#### Planning and Policy Committee:

* Work to make sure that Casa Ruby Individuals’ policies align with our vision, mission and values.
* Maintain and update important guiding documents.
* Create evaluation mechanisms.

**Intern:** 1-3 months up to 19 hours/week.

* Work through local high schools, community colleges and 4 year institutions to gain college credit by working at Casa Ruby.
* Usually a mixture of project-based and administrative support work.

### Please return all completed volunteer applications to:

George B. Mendel Chief Operating Officer

Casa Ruby a Division of Latino@as en Accion Main phone (202) 355-5155 Direct line (202)670-3204

[http://www.casaruby.org](http://www.casaruby.org/)

Application last updated 3/21/2016

### Feel free to contact us if you have any questions