



# ROCK 'N' ROLL CAMP FOR GIRLS

PO BOX 11324, PORTLAND, OR 97211 • PH: (503) 445-4991 FAX: (503) 445-4623 • WWW.GIRLSROCKCAMP.ORG

## YEAR-ROUND VOLUNTEER APPLICATION

Thank you for your interest in volunteering! We look forward to working with you. The Rock 'n' Roll Camp for Girls is a year round after school program and a summer day camp in Portland, Oregon for girls ages 8 to 18.

### VOLUNTEER SELECTION PROCESS

We are always amazed and grateful at how many people want to come and work with us, and we are sorry that we cannot accept everyone who applies. Our ideal volunteers are those who put the best interests of youth and their physical and emotional safety above all else; who understand and believe in the camp's mission; who will show up on time and ready to work every day they commit to; and who are willing to fully participate in serving the mission of the camp and be truly present for the girls or their projects.

### USEFUL INFORMATION

#### WHERE TO SEND YOUR APPLICATION\*

Rock 'n' Roll Camp for Girls  
Attn: VC  
PO Box 11324  
Portland, OR 97211

**\*PLEASE DO NOT SEND ANYTHING TO OUR ADDRESS ON VANCOUVER WAY!**

#### INTERVIEW

After we receive your application, we will contact you to schedule an interview. All applicants must be interviewed-- our goal is to get to know you so that we can best place you.

#### CONFIRMATION

Upon acceptance, you will be contacted to confirm that you are able to volunteer at the RnRC4G. As part of the confirmation process, you will be required to fill out the **Code of Conduct Agreement, Assumption of Risk, and Media Release forms\***. Because our work involves minors, part of the application process will include a criminal background check through fingerprinting. We will schedule a volunteer orientation after all paperwork is completed.

#### OUR LOCATION

The Rock 'n' Roll Camp for Girls building is located at 8900 A NE Vancouver Way in Portland. Directions are on the website: [www.girlsrockcamp.org](http://www.girlsrockcamp.org)

**\*All photos and audio/video created at the camp are Rock 'n' Roll Camp for Girls property and may be used for promotional purposes in the future. The Rock 'n' Roll Camp for girls does not discriminate on the basis of race, religion, national and/or ethnic origin, physical ability, marital status, sexual orientation, or gender identity.**

**[Keep This Page for Your Records]**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Name you prefer to be called: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_). \_\_\_\_\_. \_\_\_\_\_ Cell phone: (\_\_\_\_). \_\_\_\_\_. \_\_\_\_\_

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

Which is the best way to contact you? (*circle one*) **e-mail** / **cell phone** / **home phone**

How did you hear about us?

\_\_\_\_\_  
\_\_\_\_\_

Please answering the following questions as thoughtfully and thoroughly as you can. (You may use a separate sheet of paper if necessary.)

1. Why do you want to work at the Rock 'n' Roll Camp for Girls?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you find it easy or hard to complete tasks with minimal guidance? Why or why not? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In the past, how did you communicate when something was not working for you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Availability:**

Please indicate the days and times you are available. Morning and weekend hours are rare but it helps to know if we can count on you when the opportunity comes up. There is scheduling flexibility with work that can be done from home.

**MON- TIME:** \_\_\_\_\_ **TUES- TIME:** \_\_\_\_\_ **WED- TIME:** \_\_\_\_\_

**THUR- TIME:** \_\_\_\_\_ **FRI- TIME:** \_\_\_\_\_ **SAT- TIME:** \_\_\_\_\_ **SUN- TIME:** \_\_\_\_\_

**... : VOLUNTEER POSITIONS OPEN TO BOTH MALES AND FEMALES: ...**

**What do you think you would enjoy doing? Please check all that apply**

**\_\_\_ Facilities Crew (AKA Handy Person)**

Help the Rock Camp stay on top of site maintenance by handling small hands-on projects throughout our site. Projects include constructing room partitions, changing out hard to reach light bulbs, hanging picture frames, and maybe even painting! Ability to lift 30 lbs and basic knowledge of and comfort with tools is ideal.

**Commitment is regular but based on your availability and our need.**

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**\_\_\_ Front Desk**

The front desk volunteer helps with student check in and out, monitors visitors, fields phone calls, gives directions to our site, answers questions, and even sells merchandise. Often, the front desk volunteer completes other projects during free time.

**Commitment is weekly (especially during GRI Rock Block Sessions).**

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**\_\_\_ Clean Up Crew**

Help the Rock Camp survive another day with class: tasks for this crew include sweeping, mopping, vacuuming, taking out trash, bathroom/kitchen clean-up, and break room maintenance among other things. This takes about 1 hour per week so we can partner it with another position or project if you'd like more hours.

**Commitment is weekly.**

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**\_\_\_ Donation Support (*great telecommuting volunteer opportunity!*)**

Reach out to community businesses and request donations of items such as auction prizes for fundraising, meeting space as well as volunteer and intern appreciation gifts. We provide you with a starter list of potential donors as well as materials you will need (letterhead, envelopes, postage).

**Commitment is weekly.**

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**\_\_\_ Pre and Post Event House/Grounds-keeping**

Help us prepare our site for, or help our site recover from an event by attending a clean-up party! You would usually work with a team, music, food and lots of fun! Tasks can include clearing yard debris, recycling, room set up, cleaning out the fridge, scrubbing the bathroom, and more.

**Commitment is erratic but regular (up to once a month)**

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**\_\_\_ Database Support**

Help us keep up with paper work, donations, volunteers and other databases. Familiarity with Excel and File Maker Pro are ideal but not required. We will train you in other web-based database programs.

**Commitment is weekly.**

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**\_\_\_ Administrative Support**

Help us stay on top of filing, making copies, organizing, mailings and other important but time-consuming office jobs. You must be able to work independently after being given instructions.

**Commitment is regular but based on your availability and our need.**

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**Artistic Design Support** (*great telecommuting volunteer opportunity!*)

Help us tell people about the Rock Camp by designing marketing materials such as event flyers, program brochures and a yearly newsletter. Graphic design skills are useful but not necessary.

**Commitment is regular but based on your availability and our need.**

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     **Music Librarian**

Make our free music library neat and easy to use. Request and log new donations, track materials that are checked out and keep the space interactive with fun and educational displays.

**Commitment is weekly.**

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     **Staff Assistant**

Work on specific projects with a particular staff person in need of general help. You must be flexible and willing to help with a variety of projects as well as willing to maintain a regular commitment. We will place you according to what is needed at the time but projects can include help with the online store, database entry, seasonal volunteer outreach etc.

**Commitment is ongoing although projects change.**

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     **Outreach Crew**

As a part of this crew, attend community events and tell people about the Rock Camp through an informational booth. We provide you with everything you need, you just show up and have fun talking with people. Events often take place on weekends or evenings.

**Commitment is erratic but regular (up to twice a month)**

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     **Merchandise Manager**

Help us keep our store organized and replenished. We sell T-shirts, stickers, pins, DVDs and more at shows, online and sometimes at outreach tables. You would keep track of inventory, fill orders, and make sure we have what we need.

**Commitment is regular and on an as-needed basis.**

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     **Researcher** (*great telecommuting volunteer opportunity!*)

Projects will vary but can include researching possible grants, green business practices, useful statistics (ie how does music education affect self esteem, how many women are on the top 20 hip hop artists of all time list? etc.)

**Commitment is ongoing although projects change.**

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     **Fundraising Committee Member**

Want to help out in a very particular and active way? Volunteer for this committee and work side by side with staff and board members on the planning and execution of fun and dynamic events that raise money for the Rock Camp.

**A regular commitment is required throughout the planning months of a particular event.**

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     **Other**

Want to help out in some other way? Have you volunteered at camp before and had an idea for a job that would make camp better? Let us know!

Your name here \_\_\_\_\_

..... : : **BACKGROUND CHECK** : : .....

As you know, the Rock'n'Roll Camp for Girls is a nonprofit organization working to empower girls and young women through music. Because our work involves minors, as part of the application process we must conduct a criminal background check on all volunteers. By signing this application, you authorize the organization to conduct this check.

Social Security number: \_\_\_\_\_ Date of birth (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_

Please circle either yes or no and completely fill out all sections that apply to you.

Have you lived outside the State of Oregon anytime during the last 10 years prior to today's date?

**Yes / No**

**If Yes:**

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

Have you ever been convicted of any criminal offense? **Yes / No**

**If yes, state offense and date of conviction:**

Have you ever been charged with a criminal offense involving children? **Yes / No**

**If yes, explain:**

Have you been arrested or cited for a crime that has not been resolved or are you in a diversion program? **Yes / No**

**If yes, explain:**

Are you currently awaiting trial? **Yes / No**

**If yes, explain:**

Please sign below to allow us to perform a criminal background check.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_