



	Overview	Desired Qualifications	Requirements
HOTLINE	<p>NYAWC's Hotline is a vital service helping women and children overcome domestic abuse and empowering them to govern their own lives. Hotline volunteers are compassionate individuals who maintain and operate the Center's Hotline and are often the first point of contact for new clients. Hotline Volunteers provide information and referrals, safety planning, and emotional support individuals who call our hotline.</p>	<p>-Comfort in working with MS Word, MS Excel, and using the Internet for email and searches.</p> <p>-Fluency in English required, proficiency in speaking an Asian language preferred.</p>	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) -Hotline Training (6 hours) <p>Commitment:</p> <ul style="list-style-type: none"> -3 hours/week for at least 3 months
NEWSLETTER WRITING	<p>NYAWC is seeking volunteer writers for our two newsletters. This is a great opportunity for volunteers who want to raise awareness about violence against women or NYAWC's programs through writing. If desired, this task can be done remotely. Volunteer can choose to write for either one, or both of the following newsletters:</p> <ol style="list-style-type: none"> 1) <u>Agency newsletter</u>: This newsletter is printed quarterly and is mailed to our supporters. This newsletter includes NYAWC updates and program highlights. 2) <u>Volunteer e-newsletter</u>: This e-newsletter is sent to volunteers and staff to let them know about volunteer accomplishments and upcoming opportunities to get involved. This newsletter includes coverage of events, spotlights on volunteers, and volunteer opportunities and events. 	<p>-Strong writing and proofreading skills</p> <p>-Ability to meet deadlines</p> <p>-Detail oriented</p>	<p>Training required:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) <p>Time Commitment</p> <ul style="list-style-type: none"> -6 month commitment -Completion of at least one article per quarter required
VOLUNTEER-CLIENT ADVOCACY PROGRAM	<p>Our Volunteer-Client Advocacy Program (V-CAP) was created in order to support clients in overcoming the systemic and language barriers many face when accessing services. V-CAP volunteers will be put "on-call" and will receive e-mailed and/or phone requests for accompanying clients to legal, medical, and other appointments. During these accompaniments, V-CAPs help liaise with public assistance officers, attorneys, and others by providing advocacy and/or interpretation. V-CAPs are encouraged to get involved with additional NYAWC programs since opportunities in this program are ad-hoc and may not provide consistent volunteer involvement.</p>	<p>-Availability to conduct advocacy during business hours (between the hours of 9am to 5pm) during week days – flexibility necessary.</p> <p>-Bilingual in English and another Asian languages (Mandarin, Cantonese, Korean, Hindi, Bengali or Urdu preferred)</p> <p>-Ability to travel with client to important meetings</p> <p>-Strong verbal communication skills</p>	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) -V-CAP Orientation (1 hour) <p>Commitment:</p> <ul style="list-style-type: none"> -Availability during weekday business hours, -6 month commitment
GALA 2013	<p>NYAWC's Annual Gala will be held on October 22, 2013 at 6PM at the Edison Ballroom. As the event approaches, NYAWC is seeking several volunteers to assist with the following tasks:</p> <ul style="list-style-type: none"> -Sponsorships and silent auction donation solicitation -Videography and post production video -Website developer -Support on the day of the event (set up, registration, photography, silent auction, donation collection, etc.) 	<p>-Qualifications vary based on volunteer project assignment</p>	<p>Training required</p> <ul style="list-style-type: none"> -Training requirements vary based on volunteer project <p>Time Commitment</p> <ul style="list-style-type: none"> -Time commitment varies based on volunteer project



ADMINISTRATIVE SUPPORT	<p>NYAWC is always looking for committed volunteers to help us with a multitude of administrative tasks, including development and finance support, staffing the reception desk, filing, record keeping, and more. Becoming an administrative support volunteer is an excellent way to learn about how a nonprofit operates or build your resume. Our administrative needs vary throughout the year. Inquire with the Volunteer Coordinator to find out what specific administrative tasks are presently available.</p>	<ul style="list-style-type: none"> -Committed, punctual, and organized -Excellent with Word and Excel -Skilled at data entry -Ability to work on a fixed schedule 	<p>Training required:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) <p>Training required:</p> <ul style="list-style-type: none"> -3 hours/week minimum between 9am-7pm; schedule determined by your availability and program needs
RESIDENTIAL CHILDREN'S PROGRAM	<p>NYAWC's shelters house a number of survivors of violence as well as their children. At any given time, our shelters house approximately 10 children. We are seeking volunteers to plan group activities for children living in our shelters. Previous activities have included outdoor games, arts and crafts, and reading. Volunteers are welcome to discuss other activities with staff and are encouraged to share other skills and lead new activities. Our residential programming for children is especially important as these youth are going through a transition period while their mothers work hard to find employment, sustainable housing, and/or educational opportunities and attend hearings and other appointments.</p>	<ul style="list-style-type: none"> -Interest in working with youth -Committed and reliable -Creative and able to brainstorm different activities -Able to work somewhat independently 	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) -Shelter Orientation (2 hours) <p>Commitment:</p> <ul style="list-style-type: none"> -At least one day/week, 3:30pm-6:30pm on weekdays preferred
ASIAN WOMEN EMPOWERMENT PROGRAM	<p>Asian Women Empowerment (AWE), NYAWC's Saturday Elmhurst Program is targeted for domestic violence, human trafficking, and highly probable trafficked clients in need of immigration legal services and counseling/case management services. The program also hosts wellness and empowerment activities on weekends. AWE Volunteer positions include administrative and client support, support group leaders, and empowerment workshop leaders.</p>	<ul style="list-style-type: none"> -Language requirements for this program depend on the needs of program participants. At this time, our language needs are Mandarin and Korean. -Excellent with Word and Excel -Punctual -A Master's Degree in Social Work or Counseling, or a background in direct service work with immigrants or crime victims is a plus 	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) <p>Commitment:</p> <ul style="list-style-type: none"> -Every Saturday, 9:30am-2:00pm
OUTREACH	<p>NYAWC often shares information about violence against women and our services with the communities we serve through health fairs, cultural events, and other opportunities. Most outreach opportunities include only one-to-one contact, but some include public speaking. We are always in need of knowledgeable volunteers to help us raise awareness at these events. If you enjoy talking with others and raising awareness about domestic violence, sexual assault and human trafficking, this is a great way for you to support our work.</p> <p>NYAWC is especially seeking dedicated outreach volunteers for two new initiatives:</p> <ol style="list-style-type: none"> 1) NYAWC is seeking Mandarin, Fujianese and/or Cantonese speaking outreach volunteers to raise awareness domestic violence and to help promote the Manhattan Family Justice Center (FJC), a walk-in center for survivors of domestic violence and their children. 2) NYAWC is seeking volunteers to deliver presentations, table, and create literature on sexual assault and relevant services for a variety for audiences, including colleges and universities, community centers and events, faith communities, and service providers. 	<ul style="list-style-type: none"> -Knowledgeable about the dynamics of domestic violence, sexual assault & human trafficking and NYAWC's programs and services -Strong communication skills: open to engaging with community verbally (students, seniors, ethnic communities). -Flexibility to travel around NYC to meetings/events 	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) <p>Commitment:</p> <ul style="list-style-type: none"> -Ad-hoc, volunteers will be alerted when an opportunity arises and can volunteer for events that fit their schedule



ING MARATHON	<p>NYAWC has 16 guaranteed spots to fill this year in the ING NYC Marathon on November 3. If you are interested in running in the world's most famous marathon to raise funds for survivors of domestic violence, human trafficking, and sexual assault, join Team Phoenix!</p> <p>To support you in your racing and fundraising efforts, Team Phoenix will provide you with:</p> <ul style="list-style-type: none"> • Guaranteed entry into the ING NYC Marathon • Personalized Training Schedule • Your own online fundraising page • Fundraising starter kit, with templates and tips to help you succeed • Exclusive Fueling Pasta Dinner Party • Fundraising guidance and social media support • A community of fellow runners who want to do good for the community • Personal marathon runner's profile in NYAWC's newsletter to help increase exposure of fundraising efforts (note: runner may choose not to participate) 	<p>Please see our 2013 ING Marathon Application and Information Packer for further details.</p>	<p>The ING Marathon Charity Program requires each runner raise a minimum of \$3,000. Runners who raise up to \$5,000 for NYAWC receive personalized training from an experienced running coach. We are committed to partnering with you reach your running and fundraising goals!</p>
PROJECT FREE: ENDING MODERN-DAY SLAVERY	<p>New York City has been identified as one of the main ports of entry for traffickers in the U.S. and it is estimated that approximately 40 percent of those trafficked into the U.S. come from areas in Asia. In response to the need for culturally sensitive and language accessible services for Asian victims of trafficking in New York City, the New York Asian Women's Center has initiated Project Free. Project Free helps victims regain their freedom and recover from trauma through services such as counseling, case management, advocacy, and legal coordination. Project Free also conducts outreach to the Asian communities, law enforcement, and other service providers in New York City to heighten awareness about trafficking. Project Free volunteers participate in conducting outreach, planning events, and creating literature.</p>	<ul style="list-style-type: none"> -Dedicated, reliable, and passionate about addressing human trafficking and violence against women. -Punctual and flexible -Excellent with Word and Excel -Proactive and communicative; doesn't wait for direction and follows-up regularly 	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training <p>Commitment:</p> <ul style="list-style-type: none"> -At this time, we are only accepting Project Free volunteers/interns that can commit to at least 20 hours/week
DRAWING AND TRUTH	<p>In Drawing and Truth (DAT), digital art is used as a therapeutic tool to engage youth and encourage expression. All volunteers are encouraged to bring their passions and skills into our classrooms. Responsibilities include participating in planning creative, strength-based workshops for adolescent youth affected by domestic violence, and developing consistent and positive relationships with students and each other. DAT aims to provide a safe, supportive, non-judgmental environment for the discovery of friendship, talents, and opportunities for personal and academic growth. Previous courses have included lessons on Photoshop, problem solving, creative writing, and photography, with guest instructor-led workshops and educational field trips.</p>	<ul style="list-style-type: none"> -Interest in working with youth -Committed and open-minded applicants who will work with us to support their mentee's growth -No previous experience in art therapy or digital art is required. We always learn with the mentees. 	<p>Training:</p> <ul style="list-style-type: none"> -New Volunteer Training (8 hours) -DAT Orientation (2.5 hours) <p>Time Commitment:</p> <ul style="list-style-type: none"> -Interviews for DAT mentors begin in early Fall -10:00am-3:00pm, every Saturday (mid-October-late-June)