

Volunteer Application Form

**Please note: It is important that you feel ready and able to begin a volunteering position. Therefore, we cannot offer positions to anyone currently receiving support from Kyra, or who has had such support in the last 3 to 6 months.**

Thank you for wanting to be a part of Kyra’s team. Kyra’s existence and achievements are possible because of the work and dedication of our volunteers. Most of our courses and activities in our women-only project are led by trained volunteers who commit their skills and time to improving the lives of women in York. We value volunteers who get involved and we encourage them to help develop and improve our services. We are very happy that you want to join the team.

We offer our volunteers the opportunity to learn new skills such as presentation skills, group leadership, public speaking, administration and training in safeguarding. It is also a great opportunity to meet new people and make friends.

In return, we expect our volunteers to commit to giving a reasonable amount of time to Kyra (this will be agreed with you when you start), and to adhere to our policies and guidelines.

**Contact Details and Personal information:**

Name:

Address:

Date of Birth:

Phone number:

Email address:

Preferred method of contact: email/phone/text/postal/any

**Which position(s) are you applying for?**

* **Drop in Volunteer:** To come in for one or both of the weekly drop-in sessions, helping with room preparation, meet and greet, making refreshments, talking with members, supporting the members’ activities e.g. crafts, and tidying up after the session.
* **Course or Workshop Leader:** To lead one of the following courses- ESTA (Enhancing Self-Esteem to Achieve, 10-week course) or SOFIA (Solutions Focused Interventions for Anxiety, 4-week Course). These require training which is provided by Kyra, Course Leaders also gain advanced skills in public speaking and leadership. This requires a time commitment of the duration of the course, usually 2-3 hours a week for 4 -10 weeks, on various days/times, daytimes or evenings. There are also opportunities to lead one-off workshops for 3-4 hours, based on a variety of subjects such as Positive Thinking or Assertiveness. These can be delivered at a time to suit the volunteer.
* **Course Support:** To assist Course Leaders by setting up and tidying up, answering the door, making refreshments, encouraging members to take part in discussions and supporting them if they need to step away from the session. This requires a time commitment of the duration of the course, usually 2-3 hours a week for 4 -10 weeks, on various days/times, daytimes or evenings. This is great for volunteers in full-time employment who can only offer a few hours a week. The Course Support role is also a good opportunity for someone who is thinking about becoming a Course Leader.
* **Group Activities Leader:** To lead a group activity. This usually involves a commitment of 2-3 hours a week (some are fortnightly/monthly). We offer a range of activities for members to enhance their wellbeing, explore interests and learn and develop new skills. Examples of our activities are crafts, music, poetry, mindfulness, meditation, walking or gardening.
* **Group Activities Support:** To support a group activity as detailed above,by helping to prepare the room, meet and greet, support members and help tidy up afterwards.
* **General Volunteer/ad hoc volunteering:** We have a pool of General Volunteers that we are able to ask to cover sessions if their regular volunteer is unwell or cannot make it. Also, other roles such as fundraising, event planning, website management, etc.
* **Supporting From Afar:** Being part of the social media team or helping with course admin by managing waiting lists and sending reminders for sessions. This can be undertaken remotely.

Please give more detail about your preferred position e.g., if you have a preference of a course or activity you would like to lead or support)

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**Do you have experience relevant to this role? Please tell us about this below.**

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**Why would you like to volunteer for Kyra? What will you bring to this position?**

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**What would you like to gain from working as a volunteer at Kyra?**

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**Do you have any support or access needs to that you would like us to be aware of to support you as a volunteer at Kyra?**

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**Please can you provide 2 references**

These can be either professional or personal (not a close relative).

Referee 1 Name:

Contact Details (email address/phone number):

How do you know them?

Referee 2 Name:

Contact Details (email address/phone number):

How do you know them?

**Availability**

The hours you give can be negotiated- for many roles we require the equivalent of 4 hours per week, but others may be fewer hours or ad hoc hours. If you are volunteering with one course/activity consistently then we view this as equivalent to 4 hours. Are you able to commit to this?

Y/N

When are you usually available?

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| --- | --- | --- | --- | --- |
| **Day** | **AM** | **PM** | **Eve** | **Comment** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

Do you sometimes have last-minute availability to provide cover?

Y/N

Please include in this box anything you would like to add about your availability i.e., flexibility, changes in school holidays etc.

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**Thank you for your interest in volunteering with Kyra, we will review your application and be in touch.**