

# **Options for Women – *Help for Families***

354 S. Silver Springs Road, Suite E, Cape Girardeau MO 63703

## Options for Women Volunteer Job Description

**Objective of Position:** To reach out to families in need with mercy and compassion by offering practical assistance in both words and action. Support the mission of Options for Women, as follows:

The mission of Options for Women is to foster Biblical values of human life, family life, and sexuality by offering hope and compassionate help enabling positive and life affirming choices in the Cape Girardeau and surrounding area by:

- Embracing and strengthening the family of the unborn
- Enabling the family relationship to be established and nurtured.
- Providing physical, emotional and spiritual support for mothers and fathers with unplanned pregnancies by providing pregnancy education, including abortion alternative choices. Using ultrasound to show the presence of human life.
- Offering support and healing to victims of past abortions.
- Preventing crisis pregnancy through abstinence education.
- Providing education to the community on issues regarding the sanctity of life.

### **Qualifications**

1. Commitment to Options for Women mission statement.
2. Dependable and capable of following through on commitments.
3. A sincere desire to reach out to those in need with support and education.
4. Ability to respect confidentiality
5. Completion of volunteer orientation and training.
6. Willingness to attend scheduled volunteer meetings.
7. Willingness to be flexible and work when and where needed.
8. Willingness to work as a team in meeting the needs of the center.

### **Responsibilities**

1. To pray before each shift/event that God will guide us in our work.
2. Provide an atmosphere of warmth and compassion and provide accurate information on pregnancy, parenting, adoption and abortion.
3. Follow the policies and procedures set forth by the Board of Directors of Options for Women. Read and follow procedures.
4. Keep up-to-date regarding statistics and information related to assigned duties.
5. Work in unity with other staff members and volunteers.
6. Maintain stringent confidentiality standards.

**Options for Women commits to supporting our volunteers by providing volunteer training and orientation, as well as ongoing on-the-job training.**

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**Options for Women  
Volunteer Positions**

**Client Mentor/Consultant**

provide one on one physical, emotional and spiritual support to mothers and fathers with unplanned pregnancies by providing pregnancy education, including abortion alternative choices and using ultrasound to show the presence of human life. Training and mentoring will be provided to new volunteers before assigning clients.

**Parenting Class Teacher**

Present lessons from designated curricula, including: prenatal care, fetal development, infant care, safety, child development, Bible study, etc. Record class attendance and points system. Clients receive incentives for class attendance that can be used for material needs. Training and mentoring will be provided to new volunteers before assigning a class.

**Abstinence Class Teacher**

Present abstinence material to classes in public/private school systems. Training and mentoring will be provided to new volunteers before assigning school programs.

**Childcare Worker**

Care for children of clients while parent(s) attend class. Orientation and training will be provided to new volunteers.

**Office Worker**

Direct clients and visitors to appropriate staff/volunteers, make referrals, and help organize center information. Make copies of lessons, copy client forms, prepare mailings and assist with organization of special events. Assist with light office cleaning. Office workers will be scheduled during center business hours. Orientation and training will be provided to new volunteers.

**Material Needs/Resource Worker**

Sort, clean and repair donated material items to ready for clients in the resource area. Assist clients with shopping in the resource area, recording on client and inventory sheets. Orientation and training will be provided to new volunteers.

**Special Events/Repairs/Cleaning**

Assist with organizing and preparing for special events benefiting the center. Assist with repairs, small construction projects and office cleaning, as needed.

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Instructions for filling in the Adult Volunteer Application

**General**

It is suggested that the form will be completed on the computer using Adobe Acrobat Reader or similar program. It will then be printed and signed by hand, then mailed to:

Options for Women – 354 S. Silver Springs Road, Suite E, Cape Girardeau, MO 63703

Optionally, if a scanner is available, complete the form, hand sign it, then scan it, and save the file as a PDF type and email it to:

[director@optionsforwomencape.com](mailto:director@optionsforwomencape.com)

**Name**

Some people may use their middle name as if it were their first name. Since Options for Women will be doing criminal background checks, please use your “official” name.

**Preferred Method of Contact**

How is the best way to contact you is the desired answer. Example: Email – [blevins.zoo@charter.net](mailto:blevins.zoo@charter.net) or Cell phone – 573-###-#### where ###-#### is replaced with the actual number.

**Please designate the volunteer position...**

Use the position titles from the page entitled Volunteer Positions. Please list them in priority order, that is the most desirable first, then second.

**Personal/Professional References**

Please list the person's name, title and phone number. Please contact these people to make sure they are willing to provide a reference because Options for Women will contact those listed.

**Criminal Background Check**

in the block after I, please type your official and complete name. Please be advised that Options for Women will respect your personal information and will use it only for this criminal background check.

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**ADULT VOLUNTEER APPLICATION**

*Thank you for your interest in the Options for Women volunteer program. We appreciate your time and commitment!  
Please return completed applications to the address above.*

Date: (MM/DD/YY)

**Personal Information**

Name: Last:  First:  MI:

Address 1:

Address 2:

City:  State:  Zip:

Telephone 1:  Telephone 2:

Email Address:

Preferred Method of Contact:

**Education**

High School:

Technical School/College:

Post Graduate:

Degree:

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**Interests/Experience**

Please explain why you're interested in volunteering at Options for Women:

Please describe recent employment and volunteer experience:

Please describe any additional talents/gifts/special skills that you feel would benefit Options of Women:

Please list three personal/professional references we have permission to contact (no relatives):

Name:  Phone:

Name:  Phone:

Name:  Phone:

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**Position/Availability**

Please designate the volunteer position(s) you're interested in filling (See Volunteer Positions sheet):

Primary:  Secondary:

Please annotate times you are available, enter AM/PM

Mon:  Tue:  Wed:  Thu:  Fri:

**Emergency Information**

List the person to notify in case of an emergency:

Name: Last:  First:  MI:

Phone:  Relationship:

**Legal Information**

Please Note: A criminal background check will be completed for volunteer service. Your signature below provides consent for the background check.

I, , hereby give my consent for Options for Women to release my personal information in order to obtain a background check (criminal check).

SSN:  Birthday (MM/DD/YY):

Signature: \_\_\_\_\_ Date (MM/DD/YY):