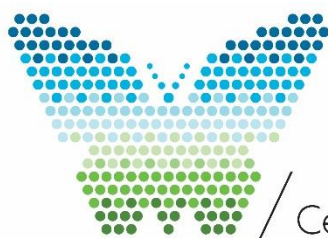


Volunteer Application



Center for
Transforming Lives
Empowering Women, Children and Families

For questions or to return completed application, please contact:

Chris Evans
Volunteer Manager
817-546-5544
cevans@transforminglives.org

Dear Friends,

Thank you for your interest in becoming a Center for Transforming Lives Volunteer!

CTL works side-by-side with women and their children to disrupt the cycle of poverty by providing comprehensive housing services, early childhood education, economic mobility services, and clinical counseling, addressing their most critical needs. Each year, CTL works with over 3,000 people, from more than 1,000 families in Tarrant County, to provide comprehensive services no matter where they are on their journey from poverty to prosperity. CTL's services are trauma-informed, two-generational, and incorporate best practices rooted in nationally backed research to ensure women and children achieve long-term success.

Housing Services

CTL offers three programs through Housing Services to provide women and their children safe housing and comprehensive support so they can establish emotional and financial stability. Programs include rapid rehousing, transitional housing, and an on-site emergency women's shelter. Families are connected to services across the organization, including clinical counseling, early childhood education, employment support, and financial coaching as well as navigation to health and mental health service providers.

Early Childhood Education

Education is the single most effective tool for breaking the generational hold of poverty – especially early childhood education. CTL provides high-quality, affordable, year-round education at four child development centers throughout Tarrant County. While the children are in our care, we connect parents with educational opportunities, job training, and employment options that will move the family into financial stability.

Economic Mobility Services

This program works to disrupt the cycle of poverty by engaging women in asset-building services so they can create long-term financial independence and stability for themselves and their families. The program equips participants to increase income, savings and credit score, decrease debt, and operate a positive budget. Economic Mobility Centers are designed for female entrepreneurs to have comprehensive, integrated access to education, coaching, small business development resources, capital, and community so women can create long-term financial independence and stability.

Clinical Counseling

Our counseling services are dedicated to the emotional well-being of women, children, and families through a person-centered approach to process trauma and manage the daily stressors of life. Through the counseling program, women and their children are connected to our licensed therapists who provide evidence-based, trauma-informed individual and family therapy.

Center for Transforming Lives also owns and operates two social enterprises that generate income for our programs with 100% of proceeds directly funding programs and services that support women and their children.

Historic 512

Located in downtown Fort Worth, the Historic 512 offers an ideal event space in a landmark building reflecting both the architectural and social character of Fort Worth in the 1920s.

The Resale Shop

Our thrift store offers quality merchandise at affordable prices and is well-known for its great deals and fantastic finds.

We could not complete this important work without the support of our volunteers. At the Center for Transforming Lives, our volunteers are our partners in supporting and preparing our program participants as they transform their lives from poverty to prosperity. So many women and children turn to us every day for the promise of hope and opportunity. We are incredibly grateful for the many wonderful, creative, and determined volunteers who help us to say yes and change the lives of so many!

Thank you for your interest in the Center for Transforming Lives. We look forward to working with you.

Warmest regards,



Carol Klocek
Center for Transforming Lives CEO

Volunteer Opportunities

The following opportunities require passing a background check and/or training specific to program and participant exposure. As such, we request a commitment of at least six months.

Classroom Assistant – There is a current need for classroom support by reading to the children, helping with craft projects, and helping maintain a clean and safe environment in our Child Development Centers. Ideally, this is a weekly or biweekly commitment for one to three hours.

Childcare – Direct support childcare is needed while moms attend classes and workshops. This is a weekly commitment of two to four hours.

Financial and Career Coach – Working with low- to moderate-income women and families in Tarrant County, coaches provide guidance on budgeting, debt management and setting goals during Coaching Clinics, with follow up by email and phone over the next four months. This is a great opportunity for those with a financial or business background.

Administrative Assistant – This role is perfect for someone who wants to get to know our programs in and out. We need help with front desk coverage to greet walk-ins, answer phones, and help with administrative tasks. This is a weekly or biweekly commitment for one to three hours.

Resale Shop Assistant – The Center for Transforming Lives' Resale Shop generates much-needed revenue benefiting our programs. Volunteers greet customers, sort donated merchandise, make items ready for sale, and help the store operate smoothly and efficiently. (*The Center for Transforming Lives Resale Shop, 6500 Camp Bowie Boulevard in Fort Worth, is open Monday - Saturday from 10 a.m. to 5 p.m., closed Sunday.*)

Community Outreach – To help spread the word about Center for Transforming Lives and the work we do, CTL participates in community events that give us an opportunity to speak to those who may not know our mission and what services we offer. These events may take place during the week or on the weekend and typically require two to four hours at a time. This opportunity is perfect for some with a varied schedule and cannot commit to a consistent day and time.

Other ways to get involved – Group opportunities

The following opportunities are a great way to get your friends and coworkers involved in our mission. No background check is needed.

Host a Tour – Tour hosts raise awareness about the Center for Transforming Lives by inviting friends or coworkers to attend a tour for an introduction to CTL and its mission.

Host a Group Project – invite your colleagues or friends for a one-time volunteer experience. This could include a craft project with the children, merchandising help at the Resale Shop, or playground cleanup. These projects pair perfectly with a donation drive and/or a tour of our downtown building.

Volunteer Application

Name: _____ DOB: ____/____/____
First MI Last

Address: _____
City State Zip

Phone: () _____ - _____ Work: () _____ - _____ Email: _____

Employer/Job Title: _____

Employer Address: _____
City State Zip

Emergency Contact: _____
Name Phone Relationship

Preferred area of Service: _____

Are you a current or former Early Head Start parent? Yes No

Schedule availability: Days Evenings Weekends As needed Mon Tues Wed Thu Fri Sat

How did you learn about the Center for Transforming Lives? _____

References (not related to you and have known you at least two years):

Name: _____ Phone: () _____ - _____

Years Known: _____ Relationship: _____

Name: _____ Phone: () _____ - _____

Years Known: _____ Relationship: _____

Have you ever been convicted of, been given probation or deferred adjudication in lieu of sentencing, or plead no contest for any offense other than a minor traffic violation? (Circle One) **Yes*** **No**

If yes, please explain: _____

Are you charged with a crime that has not yet resulted in a plea of guilty, acquittal, deferred adjudication, conviction, probation or dismissal? (Circle One) **Yes*** **No**

If yes, please explain: _____

**Answering 'yes' to these questions does not automatically disqualify you for employment/volunteer placement. The nature and date of the crime/charge and type of job for which you are applying will be considered. Falsification of this application is grounds for automatic termination.*

I understand and agree that in the performance of my duties as a volunteer of Center for Transforming Lives, I must hold in strictest confidence any observations I may make or information I may hear regarding program participants, program participants' families, or staff. I verify that all of the information provided by me in this application is true, correct, and complete to the best of my knowledge. I grant Center for Transforming Lives to verify this information for my suitability as a volunteer. I understand that false or misleading statements or the omission of any information necessary to make this application complete may result in rejection of my application.

Signature: _____ Date: _____

Volunteer Application - Continued

Liability Release - I hereby release, indemnify and hold harmless Center for Transforming Lives, the organizers, and sponsors and supervisors of all activities, from any and all liability in connection with any injury (including injury caused by negligence) in conjunction with volunteering at the Center for Transforming Lives. I likewise hold harmless from liability any person transporting me to or from this activity.

I also certify that I am in good health and able to participate in the program activities on the assigned day of volunteering. I certify that I am over 18 years of age and am competent to contract my name insofar as the above is concerned. I have read the foregoing release, authorization and agreement, before affixing my signature below and warrant that I fully understand the contents thereof.

Signature: _____

Date: _____

Communications Release - I hereby assign the rights to the video and/or photographic recording(s) made of me on the assigned day of volunteering, to the Center for Transforming Lives. I hereby authorize the editing, duplications, reproduction, copyright, exhibition, broadcast and/or non-profit use and distribution of said recording(s) for the purpose deemed suitable by the Center for Transforming Lives.

I hereby waive any right to approve the finished products. I certify that I am over 18 years of age and am competent to contract my name insofar as the above is concerned.

I have read the foregoing release, authorization and agreement, before affixing my signature below and warrant that I fully understand the contents thereof.

Signature: _____

Date: _____

Parental Consent/Release - If the individual is a minor (under 18 years of age) the following should be completed and signed by a parent or legal guardian:

I hereby consent and agree, individually as a parent or legal guardian, to all of the terms and provisions above

Name: _____

Relationship: _____

Signature: _____

Date: _____

Confidentiality Agreement - I recognize that services Center for Transforming Lives provides are confidential. To enable the agency to provide those services, families at time share with the staff confidential information concerning their affairs. While volunteering with the Center for Transforming Lives, I agree that, except as directed by the agency, I will not at any time during or after my volunteer time disclose any such information that I may overhear or be exposed to, to any person whatsoever. Protecting confidentiality is primary to the operations of Center for Transforming Lives. I recognize that the disclosure of such information by me may cause irreparable harm to those served and to Center for Transforming Lives and that accordingly, the family or Center for Transforming Lives may seek any legal remedies against me which may be available.

I have read the above statements, and I understand them.

Signature: _____

Date: _____

Volunteer Role Descriptions

Child Development Center – Classroom Assistant

Center for Transforming Lives provides high quality, year-round early childhood education at four childcare centers throughout Tarrant County. Four out of five of the children served come from homeless or low-income families. The Center for Transforming Lives is the only provider of FREE childcare for children living in homeless shelters in Tarrant County.

Classroom Assistant Role:

Working side-by-side with classroom teachers, assistants may help with a variety of tasks including craft and activities, reading time, sanitizing toys, and classroom cleanup. Classroom Assistant volunteers are not considered to be “in ratio” and are prohibited from being left alone in classrooms

Requirements:

Classroom Assistants must be able to:

- Pass extensive background check sufficient for the Texas Department of Family and Protective Services, including fingerprinting
- Submit proof of a negative TB test result and full vaccination for COVID-19
- Attend classroom orientation and training
- Maintain confidentiality of children and their families
- Work with individuals in a respectful and non-judgmental manner
- Engage and communicate with individual and small groups of children during classroom activities and routines as appropriate
- Adhere to agency policies and procedures, state licensing standards and other regulatory entities
- Commit to volunteering in this role on a weekly or biweekly basis for one to three hours, for at least six months

Qualifications:

In order to volunteer as a Classroom Assistant, you will need the following skills:

- High School Diploma/GED required
- Ability to squat, kneel, stoop, bend, reach and sit on the floor during typical classroom activities

Volunteer Role Descriptions

Housing and EMS - Childcare

Center for Transforming Lives housing services supports women and their children who are experiencing homelessness with access to permanent housing through emergency shelter, transitional housing, and family housing programs. Economic mobility services include financial coaching, career readiness, and small development resources to create long-term financial independence.

Childcare Role:

While mothers in our housing or EMS programs attend meetings, counseling services, and trainings, childcare volunteers will have a direct support role for children, mostly three and under.

Requirements:

Childcare volunteers must be able to:

- Pass extensive background check sufficient for the Texas Department of Family and Protective Services, including fingerprinting
- Submit proof of a negative TB test result
- Attend classroom orientation and training
- Maintain confidentiality of children and their families
- Work with individuals in a respectful and non-judgmental manner
- Adhere to agency policies and procedures, state licensing standards and other regulatory entities
- Commit to volunteering in this role on a weekly basis for two to four hours, for at least six months

Qualifications:

In order to volunteer as a Classroom Assistant, you will need the following skills:

- High School Diploma/GED required
- Ability to squat, kneel, stoop, bend, reach and sit on the floor during typical classroom activities

Volunteer Role Descriptions

Economic Mobility Services - Financial Coach

Center for Transforming Lives provides financial and career coaching for low- and moderate-income adults aimed at helping them become financially self-sufficient.

Financial Coach Role:

Working with low- to moderate-income adults in Tarrant County, coaches will provide guidance on topics related to finances. Volunteers will provide additional guidance as directed by participant questions and concerns. Coaching topics will include: setting goals and providing ongoing support to achieve goals, making and following a budget and tracking expenditures, consumer credit issues, debt management, banking and its role in financial stability, and improved financial decision-making. The coach-participant relationship is a special one. Participants share personal information during sessions and look to their coach for financial guidance.

Most Financial Coaches match with a participant during a Coaching Clinic and follow up at least weekly over the next four months. Coaches will complete and submit paperwork to track participant progress and outcomes.

Requirements:

Coaches must be able to:

- Attend volunteer coach orientation and training
- Maintain participant confidentiality
- Work with individuals in a respectful and non-judgmental manner
- Commit to at least four months of coaching a single participant

Qualifications:

The Center for Transforming Lives will provide thorough training on coaching topics. To become a Financial Coach, you should have:

- Experience working with diverse populations
- Personal or professional experience with financial services and budgeting
- Ability to problem-solve when needed
- Good communication and interpersonal skills

Volunteer Role Descriptions

Economic Mobility Services - Career Coach

Center for Transforming Lives provides financial and career coaching for low- and moderate-income adults aimed at helping them become financially self-sufficient.

Career Coach Role:

Working with low- to moderate-income adults in Tarrant County, coaches and mentors will provide guidance on career paths or specific business models. Volunteers will provide additional guidance as directed by participant questions and concerns. Career coaches will guide participants through the process of choosing and navigating a career path.

Career coaches may be matched by CTL staff. Coaches will complete and submit paperwork to track participant progress and outcomes. Volunteer commitment will vary depending on participant needs and path.

Requirements:

Coaches must be able to:

- Attend volunteer coach orientation and training
- Maintain participant confidentiality
- Work with individuals in a respectful and non-judgmental manner
- Commit to at least three months of coaching a single participant

Qualifications:

The Center for Transforming Lives will provide thorough training on coaching topics. To become a Career Coach or Business Mentor, you should have:

- Experience working with diverse populations
- Professional experience with career services, human resources, or starting your own business
- Ability to problem-solve when needed
- Good communication and interpersonal skills

Volunteer Role Descriptions

Economic Mobility Services – Business Mentor

Center for Transforming Lives provides support to Tarrant County entrepreneurs with children. Leveraging trusted community partnerships, we create a pipeline for underserved small business owners and help them navigate local support services.

Business Mentor Role:

Working with low- to moderate-income adults in Tarrant County, mentors will provide guidance on understanding how to be an entrepreneur. Volunteers will provide additional guidance as directed by participant questions and concerns. Business mentors will educate a participant on managing all aspects of a business, building networks, and help with reviewing Business Plans. We will try to match participants with mentors within their respective industries.

Mentors may be matched by CTL staff. Mentors will complete and submit paperwork to track participant progress and outcomes. Volunteer commitment will vary depending on participant needs and path.

Requirements:

Mentors must be able to:

- Attend volunteer coach orientation and training
- Maintain participant confidentiality
- Work with individuals in a respectful and non-judgmental manner
- Commit to at least four months of mentoring a single participant

Qualifications:

The Center for Transforming Lives will provide thorough training on mentoring topics. To become a Business Mentor, you should have:

- Experience working with diverse populations
- Professional experience starting and running your own business
- Have industry specific knowledge
- Ability to problem-solve when needed
- Good communication and interpersonal skills
- Knowledgeable with creating a Business Plan
- Ability to assist participants with networking and building relationships

Volunteer Role Descriptions

Volunteer Administrative Assistant

Center for Transforming Lives works side-by-side with women and their children to disrupt the cycle of poverty throughout Tarrant County.

Volunteer Administrative Assistant Role:

Our downtown office needs help with a variety of administrative tasks. This volunteer may assist with front desk coverage, answering phones and greeting walk-ins. Administrative assistants serve as an extra set of much-needed hands.

Requirements:

- Be the friendly and confident voice and face of the Center for Transforming Lives Fort Worth for guests who call or come into the building
- Answer telephone, take messages and forward calls as appropriate
- Assist in clerical work as needed
- Exercise appropriate discretion in urgent situations
- Assist with other duties and assignments as needed
- Commit to volunteering one to three hours, on a weekly or biweekly basis.

Qualifications:

Center for Transforming Lives will provide on-site training for volunteers. Beyond this training, you will need the following skills:

- Experience working with diverse populations, specifically women in crisis
- Ability to work independently
- Strong communication and interpersonal skills
- Ability to problem-solve and access support when needed

Volunteer Role Descriptions

Resale Shop Assistant

Center for Transforming Lives operates The Resale Shop, providing income support to programs and services of the organization. The Resale Shop is located at 6500 Camp Bowie Boulevard in Fort Worth.

Resale Shop Assistant Role:

Volunteers are the backbone of The Resale Shop and allow us to continue to meet the needs of our community in innovative ways. Our store relies heavily on volunteer hours to process the large amounts of donated merchandise received on a weekly basis. Volunteers receive, sort, and display donated merchandise in a visually appealing arrangement. They will also greet customers and help the store operate efficiently. Volunteers can give as little as three hours a month of their time or they can volunteer full-time every day. We have volunteers who do both!

Requirements:

- Sort through donated merchandise as it arrives, separating sellable merchandise from non-sellable merchandise and tagging/sizing merchandise to be sold
- Assist Center for Transforming Lives staff in creating and arranging displays in windows and throughout the store
- Assist in the maintenance of a clean, well-maintained sales floor
- Provide friendly and attentive service to customers

Qualifications:

Center for Transforming Lives' Resale Shop will provide on-site training for volunteers. Beyond this training, you should have the following skills:

- Ability to multi-task and collaborate with staff and other volunteers
- Friendly demeanor, ability to talk and assist customers from all backgrounds
- Ability to stand for long periods of time

Volunteer Role Descriptions

Community Outreach Volunteer

Center for Transforming Lives works side-by-side with women and their children to disrupt the cycle of poverty throughout Tarrant County.

Community Outreach Role:

Center for Transforming Lives participates in community events in order to educate the community about our mission and services. Community Outreach volunteers ensure we are represented at these events and are able to speak to the community about what we do and how we work with women and children. The required time commitment is flexible.

Requirements:

- Be the friendly and confident face of the Center for Transforming Lives for the community and event attendees
- Assist in exhibit table setup and breakdown
- Understand and promote the services and mission of CTL
- Commit to volunteering for two hours shifts, depending on CTL outreach efforts and events

Qualifications:

Center for Transforming Lives will provide training for volunteers. Beyond this training, you should have the following skills:

- Strong interpersonal and oral communication skills
- Ability to work independently or with others
- Exercise appropriate discretion in urgent situations
- Ability to physically transport, setup, and take down tables and materials
- Ability to stand for long periods of time