



## Volunteer Information Sheet

Name: \_\_\_\_\_

Current Profession: \_\_\_\_\_

Phone Number: (home) \_\_\_\_\_ (cell/work) \_\_\_\_\_

Address:

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

**Weekly Availability: (Please list available times under the day of the week.)**

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

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**\*In the space provided below please tell us why you think you would be a good fit for our organization. Feel free to refer to the back of the sheet for more information about A Better Tomorrow. (Feel free to attach your resume or additional information).**

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

**\*In the space provided below please tell us which volunteer position would best fit you. Let us know how your experience would contribute to our organization. Also, let us know what experience you expect to get from our organization.**

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

**\*How do you feel about working with a diverse population?**

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**A Better Tomorrow:** A non-profit community based organization that helps families in need obtaining community resources and referral. The organization assists immigrants to become productive members in the community by teaching them about American culture. Some ways A Better Tomorrow implements this goal is by: teaching English as a second language, serve as an social advocate for immigrant families, teaching American culture and laws, create a small community base, introduce mental health to immigrants and educate individuals on community resources.

### **Volunteer Descriptions:**

**\*ESL Teachers:** Requirements: Teachers Certification.

**\*Therapist/Social Worker:** Requirements: LMHC, BA level clinician, graduate students currently working on their graduate degree in mental health counseling or social work, or interns.

**\*Web-designer:** Requirements: experience designing web-sites. Also who would be willing to maintain the web-site.

**\*Computer Literacy:** Requirements: Microsoft word, excel, power point, email, how to navigate a browser... This individual (s) may also be asked to teach workshops on how to use basic computer skills.

**\*Office Worker:** Requirements: Organization skills, computers skills, answer phones, file, good personality...

**\*Accountant:** Requirements: money management skills, ability to update and maintain financial budget for a small organization...

**\*Fundraising/Grant writing:** Requirements: experience fundraising and writing grants.

**\*\*\*Do you feel as if you have another skill that would contribute to our organization? If so please let us know.\*\*\***

### **Please return filled out forms to:**

Emmanuel Exilhomme  
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Medford, MA, 02155  
Phone 781-395-1195 / Fax 781-395-5195