



Our mission is to protect, foster,
develop and advance the rights
and interests of people with
developmental disabilities.
www.valleyvillage.org

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Volunteer Opportunities

WHO WE ARE

Since 1971, Valley Village has been a leader in building transformative programs that raise the standard of care for all people with developmental disabilities in the San Fernando Valley. With over 45 years of proven successes, our hallmark approach to a continuum of care for adults with developmental challenges continues to be an effective model for providing dignity, respect, and personal empowerment. Renowned throughout southern California for its dedicated staff, programming, and around-the-clock care, Valley Village serves over 400 men and woman with disabilities as a leader in the fostering, development, and advancement of rights and interests of people with developmental disabilities.

FIELD TRIP AIDES

Make a difference in the life of an adult who has a disability by becoming a field trip aide. For many of our clients, a field trip aide becomes a positive role model and another source of stability in their lives. As a field trip aide, you can help provide positive social interactions, improve their self-esteem, provide a supportive presence, build a friendship, and have some fun! Field trips usually take place Monday through Friday 10:00 am – 2:00 pm during our weekday day program and 10:00 am – 2:00 pm on Saturdays during our Saturday program. Field trip aides walk away from their experience knowing that they have given their new friends the hope and confidence to live a healthy, happy life.

Field trip aides must be at least 18 years old and commit to two outings a month.

OTHER OPPORTUNITIES

In addition to working with our clients, we often need volunteers to assist with ensuring the smooth operation of the agency. These activities can include, but are not limited to: assisting with our special client events throughout the year, such as our Annual Showtime! Luncheon, by helping with set up, helping with the auctions or drawings, finding prizes, and clean up; and helping with occasional office work. There are no minimum time commitments as these activities occur year round.

PROGRAM REQUIREMENTS

All volunteers must:

- Be at least 18 years old if applying to be a field trip aide (Age restrictions may apply for special events and administrative volunteer work)
- For volunteers 18 and over, complete Live Scan for fingerprints through the DOJ/DHS (Valley Village will cover the fee)
- Show proof of clear TB skin test within last 6 months
- Be reliable, responsible and trustworthy

**For more information on Volunteering with Valley Village, please contact the
Development and Volunteer Coordinator at Manuel@vvc.org or call (818) 587-9450 x.131**

Employer #2

Company Name:		
Street Address:		
City:	State:	Zip Code:
Phone:		
Position:		
Briefly Describe Your Responsibilities:		

EDUCATION

Please enter all education completed to date and/or in the process of completion.

	Name	Graduation Year	Area of Study
High School			
College/University			
Graduate School			

BACKGROUND

The following questions will help us get to know you and your interests as a Valley Village volunteer. Please answer all questions to the best of your ability.

1. What volunteer programs are you interested in at Valley Village?
 Field Trip Aide Office Administration Special Events
 Other: _____
2. Would you be willing to complete a 1-hour training prior to beginning your volunteer service? Yes No
3. Why do you want to volunteer with Valley Village?

4. What skills and experience will you bring to Valley Village?

5. What would you like to learn or gain from your volunteer experience with Valley Village?

6. Please describe any special talents, skills, hobbies, or interests.

7. How did you hear about Valley Village? (e.g. VolunteerMatch, Website, etc.)

8. Have you or are you currently volunteering for another organization?

Yes No

If yes, please fill out your experience below:

Organization Name:
Supervisor:
Email:
Phone:
Length of Service:
Briefly Describe Your Responsibilities:
Reason for Leaving:

May we contact your supervisor? Yes No

Organization Name:
Supervisor:
Email:
Phone:
Length of Service:
Briefly Describe Your Responsibilities:
Reason for Leaving:

May we contact your supervisor? Yes No

Field Trip Aide

Please only fill out this section if you are interested in becoming a field trip aide. You must be 18 years old or older to be a Valley Village field trip aide.

- Are you comfortable working with adults with developmental disabilities?
 Yes No
- During outings, you may find yourself pushing a client in a wheelchair. Are you comfortable with this?
 Yes No
- At times, volunteers may need to meet our clients and staff at a venue. Are you comfortable using your own vehicle to travel to a venue?
 Yes No
- Are you available for a 1-year commitment of at least two outings per month?
 Yes No
- Outings usually take place Monday – Saturday (occasionally Sundays), 10:00 am – 2:00 pm (hours may vary). What is your availability to go on outings? *Please mark all day slots that apply.*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Office Administration

Please only fill out this section if you are interested in volunteering in our office, Monday – Friday, 10:00 a.m.-6:00 p.m. You must be 16 years old or over to work in the office.

1. What is your availability during the week to volunteer in our office?

	Please list your availability for each day (e.g. 2-3 PM, 3-6PM)
Monday (10:00 AM – 6:00 PM)	
Tuesday (10:00 AM – 6:00 PM)	
Wednesday (10:00 AM – 6:00 PM)	
Thursday (10:00 AM – 6:00 PM)	
Friday (10:00 AM – 6:00 PM)	

REFERENCES

Please list two persons, excluding family members, who can attest to your character and work abilities.

Reference #1

Full Name:
Relationship:
Phone:
Email:

Reference #2

Full Name:
Relationship:
Phone:
Email:

EMERGENCY CONTACT

Please list the name of an individual whom we may contact in the event of an emergency.

Full Name:
Relationship:
Daytime Phone:
Evening Phone:

Agreement and Signature

(If you are filling out this form out electronically, you may sign the form when you come for your interview.)

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: _____ Date: _____

Thank you for completing this application form and for your interest in volunteering with us.

To learn more about Valley Village, please visit our website:

www.Valleyvillage.org

It is the policy of Valley Village to provide equal opportunities and does not discriminate on the basis of race, color, ethnicity, religion, sex/gender identity, sexual orientation, national origin, age, disability, income, marital status or any other irrelevant dimension of diversity.