



# Greater Enrichment Program Volunteer Profile Form

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Home Street Address</b>	<b>City/Zip</b>	<b>SS#</b>
<b>Employer</b>	<b>E-Mail Address</b>	
<b>Business Street Address</b>	<b>City/Zip</b>	
<b>Home Telephone</b>	<b>Business Telephone</b>	<b>Ext.</b>
<b>List the Qualifications and Skills that you have that might be helpful in a school setting.</b>		
<b>List any Previous or Current Volunteer Experience.</b>		
<b>Organization</b>	<b>Position/Major Responsibility</b>	<b>Dates of Service</b>
<b>Please list the time Frame you are Available to Volunteer</b>		<b>What size group do you prefer</b>
Mondays	_____	<input type="radio"/> Individual (one-on one) <input type="radio"/> Small group (2-10) <input type="radio"/> Single Class (11-10) <input type="radio"/> Large Class (31-50) <input type="radio"/> Large Group (51-500)
Tuesdays	_____	
Wednesdays	_____	
Thursdays	_____	
Friday	_____	
<b>Number of Hours Available to Volunteer Each Week</b>		<b>What grade would you like to assist?</b>
<input type="radio"/> 1-5 <input type="radio"/> 5-10 <input type="radio"/> 10-15		<input type="radio"/> Preschool (age 4) <input type="radio"/> K-Grade 2 (ages 5-7) <input type="radio"/> Grades 3-5 (ages 8-11)
<b>Signature: _____</b>		<b>Date: _____</b>



# Volunteer Interests & Skills Survey

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Best Way to Contact \_\_\_\_\_

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*We'd like to get to know you better.  
What interests and skills do you have that you might be willing to share with us at Greater Enrichment Program, Inc.?*

## ACADEMIC - STUDENT AND FAMILY

- Teaching Area: \_\_\_\_\_
- age group by grades:  K-4  5-8  9-12
- Counseling  Other: \_\_\_\_\_
- Mentoring
- Volunteering
- Conducting Workshops: What area? \_\_\_\_\_
- Help in Library
- Help in Computer Lab

## ENRICHMENT

- Instrument: \_\_\_\_\_
- Musical Group/Band: \_\_\_\_\_
- Art: \_\_\_\_\_
- Chorus
- Drama
- Cooking
- Dance
- Photography
- Storytelling
- Sports/Fitness - Other \_\_\_\_\_
- Referee

## ADMINISTRATIVE

- Computer Software Knowledge  Microsoft Word  Excel  Powerpoint  Publisher  Access \_\_\_\_\_
- Website Development/Maintenance
- Office Skills  General  Typing  Data Input
- Photocopying
- Professional Skills  Answering Phones, Telephoning
- Bookkeeping/Accounting
- Mailings – folding and stuffing envelopes
- Writing/Editing/Reporting
- Human Resources/Personnel Hospitality
- Law  Special Events
- Fundraising
- Event Planning \_\_\_\_\_
- Sales/Marketing/Promotion \_\_\_\_\_



Greater Enrichment Program, Inc.

Child Focused. Family Centered.

www.gepinc.org

**SKILLED TRADE**

- Plumbing
- Electrical Work
- Heating/Air Conditioning
- Masonry
- Roofing
- Painting \_ Other: \_\_\_\_\_
- Carpentry
- Lawn Care/Landscaping

**TRANSPORTATION**

- Automotive Repair and Maintenance
- CDL Driver
- Can drive a manual transmission car
- Can drive a truck or van
- CDL – Commercial Driver’s License
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**PROGRAM AREA OF INTEREST:**

**PROGRAM AREA OPERATION HOURS**

- Greater Enrichment (K-5th grade) CMS School Calendar Year, 1:30-4:30pm
- Summer Camps June & July, 8:00am-3:00pm
- Work Groups All Year/Varies – Work Days & Weekends
- College Interns All Year/Varies – Nights & Weekends
- Staff Administration/Office Help All Year – Work Days
- Maintenance All Year – Work Days & Weekends
- Your Idea: \_\_\_\_\_

Days/Hours Available to Volunteer or

Participate: \_\_\_\_\_

**YOUR IDEA OR VISION:**

Do you have an idea on how we could best use your talents and time at Greater Enrichment Program. We’d like to hear from you. How do you best see yourself participating with the work at Greater Enrichment Program?

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**GENERAL INFORMATION:**

Are you willing to be on call when needed? Yes No

Do you like to work as part of a team? Yes No

Other information we should know about you:

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**Thank You!**

Last Updated 03/10/11