



A healing center for grieving children and teens.  
[www.elesplace.org](http://www.elesplace.org)

## VOLUNTEER APPLICATION

**At which Ele's Place location are you interested in volunteering?**

Ann Arbor

Capital Region

West Michigan

**First Name:**

**Last Name:**

**Preferred Phone Number:**

**Alternate Phone Number:**

**Email Address:**

**Address:**

**City:**

**Zip Code:**

**Age:**

**Gender** (Please Self Identify):

**Employer:**

**Briefly explain why you are interested in volunteering with Ele's Place:**

**Which volunteer positions are you interested in?** (Availability may vary. Check all that apply.):

Support Group Facilitator (leading support groups for kids/teens)

Support Group Program Helper (activity room volunteer, kitchen helper)

Office Assistance

Outreach Ambassador

Fundraising Events

**Briefly describe your experience in working with children:**

**Briefly describe any experience you have had with the death of a family member or close friend:**

**Have you ever been convicted of a felony or misdemeanor?**      Yes                      No

Ele's Place conducts annual criminal background and abuse/neglect registry checks for new and current volunteers. Please acknowledge below that you are aware of and consent to background checks. I agree to annual background checks conducted by Ele's Place. I understand that this information will only be shared as needed for the purpose of determining volunteer status. I understand that Ele's Place will consider each applicant on a case-by-case basis, and that Ele's Place reserves the right to select individuals based on the best fit for the organization.

**Signature**

**Date**

Please save your application. After saving, please email to: [volunteer@elesplace.org](mailto:volunteer@elesplace.org)

# VOLUNTEER POSITION DESCRIPTIONS

## **SUPPORT GROUP FACILITATOR**

The primary services provided by Ele's Place is our peer support group program for children and their families who are grieving the death of a family member or close friend. These groups are organized according to the child's school and/or developmental level and serve children ages 3 - 18. The men and women who facilitate each group work in teams of three to four volunteer facilitators per group of 10-12 children or teens.

Requirements for becoming a support group facilitator:

- At least 19 years of age
- Must commit to volunteering one evening (four hours) per week for a minimum of one year
- Must complete our 23-hour facilitator training, and attend an annual In-Service session

## **SUPPORT GROUP PROGRAM HELPER**

These volunteers assist Ele's Place staff and the support group facilitators by greeting families as they arrive at Ele's Place, assisting with monitoring the children's Activity Rooms and Library, and helping with various set-up and clean-up duties.

Requirements for becoming a Support Group Program Helper:

- Must be at least 18 years of age (Some exceptions are considered)
- Must complete a three-hour training session
- Must commit to working one evening (two hours) per week for a minimum of six months

## **OTHER VOLUNTEER OPPORTUNITIES** (may vary for each branch location)

**OFFICE ASSISTANCE** (receptionist, data entry, etc.) Hours and duties vary for each branch location.

## **OUTREACH AMBASSADOR** (training provided)

Ele's Place outreach ambassadors are volunteers that represent Ele's Place in a variety of ways:

- Inviting guests to Tours of the Heart at the Ele's Place nearest them
- Staffing Ele's Place information booths at volunteer recruitment fairs and similar events
- Representing Ele's Place at occasional community events
- Making contacts in the community to share information about our programs and providing brochures and making presentations as needed

## **FUNDRAISING EVENTS**

These volunteers help with a variety of duties at special events hosted by Ele's Place or other community organizations. Examples might include: working the registration area, set-up and clean-up duties, decorating, serving refreshments, etc.)