



Volunteer with CBI Middletown



The mission of the Community Building Institute and the Robert Sonny Hill Jr Community Center is to be a primary force for creating and sustaining community revitalization in Middletown; transforming Middletown one student, one family, and one neighborhood at a time.

If you need assistance in filling out the volunteer intake form please stop in or call the Community Center our hours are Monday - Friday between 9 a.m. and 8 p.m., our address is 800 Lafayette Avenue, Middletown, Ohio 45044 and phone number is 513-425-7866. **Please select all that you would be interested in volunteering for.**

| |
|---|
| <input type="checkbox"/> Front Desk <ul style="list-style-type: none">• General times needed 9:00 a.m. – 5:00 p.m. (can be broken down into shifts)• Greeting the Public• Answering the telephone and public inquiries• Assisting the public with faxing, copying, etc.• Basic receptionist and clerical duties |
| <input type="checkbox"/> Data Entry <ul style="list-style-type: none">• Basic data entry using Excel format |
| <input type="checkbox"/> Evening Program <ul style="list-style-type: none">• Front Desk (general times needed 5:00 – 8:00 p.m.), greeting guests & directing them to activities• Engaging and building relationships with the youth that come in for the after school / evening programs• Leading & facilitating programs such as mentoring, boys and girls etiquette, homework help/tutoring, arts and crafts, board games, recreational activities and sports |
| <input type="checkbox"/> Parent Resource Center <ul style="list-style-type: none">• Bagging diapers and wipes• Folding and bagging baby clothes• Labeling books• Instructing/facilitating parent meetings• Parent leader, sharing early education information and material with other parents |
| <input type="checkbox"/> Employment Center <ul style="list-style-type: none">• Knowledge based – Requires computer & software skills (word, e-mail format, calendaring) employment opportunities and resource knowledge. Volunteer will assist public in searching for jobs, interview prep, work ethic |
| <input type="checkbox"/> After School Programs <ul style="list-style-type: none"><input type="checkbox"/> Rosa Parks – Assisting teachers and mentors with activities and kids (may require background check)<input type="checkbox"/> Middletown High School – Assisting staff with program set up & tear down<input type="checkbox"/> Speakers Groups – Professionals sharing work experience, personal stories or experiences that will help youth in their decision making<input type="checkbox"/> Summer Camp – Assisting teachers and mentors with activities and kids (may require background check) |
| <input type="checkbox"/> Special Events <ul style="list-style-type: none">• Duties varies by event |

Contact Information (Please Print):

First & Last Name: _____ Phone Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact / Health Information:

If you become a volunteer with the Community Center and an emergency arises, whom should we contact? Please give 2 emergency contacts include the persons name, relationship to you, a phone number, and alternative phone number if they have one.

Emergency Contact 1 (Please Print):

First & Last Name: _____ Relationship to you: _____

Phone Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact 2 (Please Print):

First & Last Name: _____ Relationship to you: _____

Phone Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Do you have any physical limitations or under any course of treatment which might limit your ability to volunteer?

No Yes, Please explain: _____

Availability (Please Print):

Do you currently volunteer with any other organization? If yes, please list the name of the organization and the days/times you volunteer.

At what times are you interested in volunteering? (Select all that apply):

Weekday Mornings (9:00 a.m. – 12:00 p.m.) Weekday Afternoons (12:00 p.m. – 3:00 p.m.)

Weekday Evenings (3:00 p.m. – 8:00 p.m.) Events Flexible

Volunteer Background:

Have you ever volunteered before with CBI? If yes, for what?

Have you ever volunteered at a nonprofit before? No Yes

Have you ever been convicted of a criminal offence? No Yes, please explain by stating the offense, giving the date of which you were convicted MM/DD/YYYY, and the county/state of which you were convicted in. (CBI may require background checks).

Will you require an official volunteer letter stating the date(s) and hours you volunteered on, what organization you volunteered for, and what you did while volunteering? No Yes

Thank you for taking the time to complete the volunteer application and for your interest in our organization, mission, and city. We appreciate you wanting to volunteer with CBI we will be in touch as soon as possible.

With appreciation,
CBI Staff & Board of Directors