



MAIN OFFICE
 801 Saint Paul St.
 Baltimore, MD 21202
 410-244-1733
www.jesuitvolunteers.org

Jesuit Volunteer Corps 2011-2012 Agency Application

We are delighted you are interested in hosting a Jesuit Volunteer at your agency next year! Submit a completed application along with any other required documentation (listed on pg. 4) via e-mail to the appropriate Program Office. If you are applying for multiple positions, you must fill out a corresponding application for each one of them. E-mail address and contact information are listed below. If you are unsure which office should receive your application please send an e-mail to Janelle Peregoy at jperegoy@jesuitvolunteers.org. **The deadline for applications is Friday, December 10, 2010.**

Baltimore Program Office – David Bowles – baltimoreoffice@jesuitvolunteers.org | 410-244-1744
 Detroit Program Office – Angie Moloney – detroitoffice@jesuitvolunteers.org | 313-345-3480
 Houston Program Office – Janelle Peregoy – jperegoy@jesuitvolunteers.org | 713-756-5095
 Santa Clara Program Office – Kelly Gibbons kgibbons@jesuitvolunteers.org | 408-241-4200

ONLY agencies who currently have Jesuit Volunteers must complete questions on Page 5 of this document.

Agency Information				
Agency Name				
Address				
Address Line 2				
City		State	ZIP	
Country				
Phone Number				
Website		Fax Number		

Describe your Agency and the work it does, including the following: (up to 200 words)

- Mission, philosophy and goals
- Brief history including founding year
- Size and scope of agency (number of staff, number of sites/programs, etc.)
- Population served
- Affiliations with religious and secular organizations
- Accomplishments and innovations

These will be posted online to assist volunteers in considering placements. [Click here to see a sample.](#)

Administrator (person responsible for application and administering the JVC program within your agency)

First Name		Last Name	
Email Address		Phone Number	
Title			
Department			

Billing Contact (if different than Administrator)

First Name		Last Name	
Email Address		Phone Number	
Title			
Department			

Jesuit Volunteer Direct Supervisor

First Name		Last Name	
Email Address		Phone Number	
Title			
Department			

JV Position Information

Job Title:	
------------	--

Describe the position the Jesuit Volunteer will hold, including the following: (up to 150 words)

- Primary duties and responsibilities
- Population with whom the JV will be working
- Qualifications

These will be posted online to assist volunteers in considering placements. [Click here to see a sample.](#)

List the 4 duties requiring the largest time commitment for the position. What percentage of time will they spend on each duty?

What is a normal work schedule for the position?

Include a detailed description for evening and weekend hours.

In what ways would (or does) your agency help the volunteer analyze economic, social and political structure in your city and region?

Describe the orientation and ongoing supervision that will be provided for the volunteer.

If the position is new at your agency, explain the motivation to create this position:

Special Qualifications of JV	
Driver's License	
Volunteer have their own vehicle	
Teaching Certificate	
Registered Nurse	
Other Certification (please specify)	
Language Skills	Spanish
<i>Based on these three levels of language skills, fluent, proficient and limited, please indicate which level of each skill is necessary for a volunteer to complete the required work of this job.</i>	Fluent: Proficient: Limited:
Other language (please specify):	
<i>Based on these three levels of language skills, fluent, proficient and limited, please indicate which level of each skill is necessary for a volunteer to complete the required work of this job.</i>	Fluent: Proficient: Limited:
Volunteer Transportation	
How will the JV get to work? (agency car, personal car, public transportation, etc)	
How long is the commute? (if location of JVC house is known)	

Population Served by JV position. Please place a "1" before the *Primary Area of Service* for the position of the Jesuit Volunteer. Then place a "2" for any other category that might apply.

<input type="checkbox"/> Addiction Recovery <input type="checkbox"/> AIDS/HIV Ministry <input type="checkbox"/> Children's Services <input type="checkbox"/> Community Organizing & Development <input type="checkbox"/> Education <input type="checkbox"/> Elder Care <input type="checkbox"/> Emergency Services <input type="checkbox"/> Employment Services/Economic Development <input type="checkbox"/> Environmental Issues <input type="checkbox"/> Food & Hunger <input type="checkbox"/> Health Care <input type="checkbox"/> Housing Development & Advocacy	<input type="checkbox"/> Legal Services <input type="checkbox"/> Men's Programs <input type="checkbox"/> Mental Health <input type="checkbox"/> Pastoral Ministry <input type="checkbox"/> Prison Ministry/Services to Offenders <input type="checkbox"/> Refugee & Immigration Services <input type="checkbox"/> Services to the Physically & Developmentally Challenged <input type="checkbox"/> Shelters & Transitional Housing <input type="checkbox"/> Social Services & Community Centers <input type="checkbox"/> Women's Issues <input type="checkbox"/> Youth/Teen Services & Outreach
Age range of population served:	
Detailed information about population served: (including percentages regarding race, gender, national origin, etc.)	
Percentage of time volunteer will work directly with population served:	
Number of clients/students served by volunteer during an average week:	

As an AmeriCorps program JVC needs to collect data on the population served each year. Estimate the following based on the volunteers work.

Number of disadvantaged children and youth served	
Number of children and youth (up to 25 years), who have one or both parents or legal guardians serving or having served a period of time in jail and/or prison	
Number of disadvantaged adults served	
Clients receiving independent living services, including respite care, to help them live independently in their homes in community-based settings	
Does your agency participate in disaster preparedness programs?	

Explain how the JV will build relationships with the population with which they work.

Describe any work that will be done that is not direct service.

If the position is at a school, explain work to be done during the summer months.

Volunteer Positions

Are you applying to other volunteer programs?	
Other program name(s)	
Is it for this position?	
If not, for what position?	
How many full-time volunteers does your agency anticipate next year?	

Additional documents (include as attachments in your e-mail submission)

- **Copy of a detailed job description outlining the responsibilities and requirements for the position.**
Please submit a full job description using the template on the page six. All further alterations to the JV job description must be made with prior consent of the JVC staff.
- **Balance Sheet and Profit and Loss Sheet for your last fiscal year.**

For Agencies Currently Hosting Jesuit Volunteers Only

How much has your agency budgeted (expect to pay) to support a volunteer this year?	
Estimate the market value for salary and benefits for the volunteer's position.	

Describe what you like best about working with Jesuit Volunteers. (50-100 words)

Tell us how your agency has benefited from having Jesuit Volunteers. (50-100 words)

Are you interested in discussing your experience with JVs further with the Communications or Development staff?

JV Job Description

Agency Name:

City, State:

Job Title:

Brief Job Description: (Up to 150 words)

Qualifications:

1)
2)
3)
4)
5)
6)
7)
8)
9)
10)

Job Responsibilities include but are not limited to:

1)
2)
3)
4)
5)
6)
7)
8)
9)
10)
11)
12)
14)
15)
16)
17)
18)
19)
20)

Typical JV Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Ex. 9-5					



Jesuit Volunteer Corps 2011-2012 Agency Application

Agency Responsibilities Acknowledgment

Jesuit Volunteers are called to the mission of serving the poor directly, working for structural change in the United States, and accompanying people in developing countries.

The challenge to Jesuit Volunteers is to integrate Christian faith by working and living among the poor and marginalized, by living simply and in community with other Jesuit Volunteers, and by examining the causes of social injustice.

The agencies where Jesuit Volunteer's work are partners in the JVC mission. Often the agency and the people they walk with are the most transformative part of the volunteer's experience, so we rely on you to support the challenges of the JVC tenets: Spirituality, Living Simply, Community and Social justice.

Along with the support of the four tenets JVC requires the agencies to provide logistical and financial support for the volunteers.

Here are several other important requirements agencies need to be aware of:

- JV's are to be given time off to attend all the JVC retreats (not to be taken from personal time off)
- JV's are to be given Holiday, vacation and sick time equal to other entry level employees; not to be less than 10 days per year
- Agencies need to show proof of liability and workers comp insurance
- If positions qualify for AmeriCorps educational grants agencies must comply with AmeriCorps regulations and sign the volunteer's timesheets
- Agencies may be called upon to assist JVC in accruing new volunteer housing or furnishing when necessary

I also understand that upon acceptance into the JVC program, I will be invoiced in the spring of 2011 for the screening & placement fee. This fee serves as a nonrefundable deposit and will be applied to the annual assessment fee.

Name: _____

Title: _____

Date: _____