

VOLUNTEER APPLICATION

Kitsap Immigrant Assistance Center

Thank you for showing interest in advocating for and serving immigrants in our area. This application will help us determine where you fit in as a volunteer at the Kitsap Immigrant Assistance Center (KIAC). We look forward to learning more about you and partnering together!

Personal Information

Name: _____ Today's Date: _____

Primary Phone: _____ Other Phone(opt): _____

Email: _____

Mailing Address: _____

Languages you speak & proficiency: _____

Your current/recent occupation(s): _____

Other relevant experience and skills: _____

Please tell us why it is important to you to support immigrants in our community:

How many hours per week or per month would you like to volunteer? _____

Please see the next page for a list of our volunteer opportunities and indicate your interests.

After submitting this application, you will hear from our volunteer coordinator, Graciela. She will get to know you a bit more, tell you more about the volunteer roles you are interested in, and explain what your next steps to getting involved will be. Please note: we may not be able to put you to work immediately. We don't have people dedicated to providing training and oversight for all roles so we aren't always able to plug new people in as quickly as we'd like to. We want you on our team though and we will do our best.

Thank you so much for your interest!

Please note: As a matter of policy, we run a Washington State Patrol background check on all our volunteers and we require each volunteer to sign a confidentiality agreement.

Please select volunteer roles you are interested in

* = bilingual required, usually in Spanish

Very High level of commitment:

- Accredited Representative – Provide immigration legal assistance, after completing extensive training and becoming accredited by the Department of Justice. Involves significant responsibility.
- Tax preparation – Federal and State taxes, ITIN applications. Previous experience required.

Significant level of commitment:

- Front Desk* - answer phone calls, schedule appointments, process mail; requires weekly commitment
- Family Services assistant* - help clients at drop-in center; requires weekly commitment
- Program coordinator* - point-person and primary organizer for one of our client service programs

Moderate level of commitment:

- Citizenship test preparation– Civics and English instruction to prepare applicants for interview
- English conversation coach – meet with 1-2 students to practice English and/or literacy
- Business coaching – meet with clients to set up online marketing for small businesses
- Grant writing / research – previous experience required
- Fundraising – plan small and large events; mailing parties; auction item procurement

Case-by-case time commitment:

- Interpreter* - for legal, medical or tax appointments
- Document Translation*
- Client transportation – driving or public transport to Seattle or Tukwila for immigration appointments
- Clothing Event Volunteer – help organize clothes and occasionally staff our giveaway event
- Furniture transportation – in Kitsap or sometimes as far as Tacoma, truck or large van required
- Childcare – for occasional events or meetings
- In-kind donations solicitor – ask around in your circles for needed items
- Laundry – wash a few loads of donated clothing every month or two
- Dental clinic – we need dentists, hygienists, and dental assistants for our free clinic
- Design – flyers, pamphlets, posters
- Outreach – help with KIAC booths at community events; host film showings and discussions

Possible future opportunities, depending on volunteer interest and program development:

- Youth programming* - Interested in helping start a youth program?
- Teaching Spanish* - to children and/or adults
- Driver education* - tutor folks to take the written test in Spanish (or another language)
- Housing advocate* - help families find units to rent, accompany them to interpret during tour
- “Future Bound” support – help students with scholarship, financial aid and college applications