

Dear Applicant,

Thank you for your interest in volunteer/intern opportunities at Townhall II. Following is information on various volunteer/intern opportunities. Take a moment to read over each description to find the opportunity that is right for you. Please note this area of interest on your application.

Helpline

The training program consists of approximately 80 hours of lecture, role-plays, on the job observations, and other activities. Training is offered three times a year, at varying times. Attendance at each session is mandatory. After successful completion of the program, volunteers will be able to provide intervention for people in crisis who call the crisis Helpline or walk in at Townhall II.

After completing the training program, volunteers are required to answer the Helpline for 200 hours over the course of a year. Volunteers usually choose to do this by volunteering four hours each week. The training will teach you about yourself while showing you how to help others. It is a rewarding, but challenging experience.

Crime Victim Advocacy

As a crime victim advocate, you will assist victims of rape, sexual assault, stalking, domestic violence and other violent crimes. The assistance we provide is usually at the time of their trauma, which helps these victims begin their healing process.

Training is offered twice a year, usually in September and March. The training program is held two days per week for three weeks. Each session is 4 ½ hours for a total training commitment of 27 hours. Once training is completed, all volunteers are expected to sign up for at least two (2) eight hour (on-call) shifts per month, plus a mandatory meeting held once a month. All training and meetings are held at Townhall II with exception of the emergency room tour, during training.

Counseling Department

Townhall II offers internship opportunities within our counseling department. These internships focus on either substance abuse counseling or mental health counseling (specifically, victims of crime). Most internships are done on a part-time basis over two semesters. Prospective interns must be enrolled in a Master's level counselor training program and must have completed practicum hours.

Conflict Management Services

Townhall II mediation focuses on truancy, family, and community mediation. Staff and volunteer mediators assist people in conflict by using the mediation process. Mediation training is offered periodically, dependent upon the number of participants. The 16 hour training is free with the expectation that you volunteer 65 hours to Conflict Management Services over the course of a year. If you previously completed mediation training, please include a copy of proof of attendance and/or grade with your application.

Prevention/Education

Townhall II offers internship/volunteer opportunities within our Educational Services Department. These opportunities focus on the following topics: family education, violence prevention, HIV, and conflict management. Volunteers provide educational services to all populations ranging from children to adults. Volunteers also provide childcare and structured activities to children whose parents are participating in programs. Townhall II will provide supervision, guidance, toys and activities, and free child abuse recognition and reporting training.

Medical Clinic

Professional and non-professional volunteers are welcome. Clerical volunteers file charts, pull charts, answer phones, and assist patients in completing medication forms. On site training will be provided. Medical knowledge preferred but not necessary. Professional volunteer RNs, LPNs, and MAs needed to assist rooming patients during clinic hours. Physicians and Nurse Practitioners needed to provide acute and chronic health services. Current licensure required for all professionals.

Administrative and Business Functions

Townhall II uses volunteers and interns for marketing, public relations, information management, web site development/maintenance, clerical work, and other supportive functions. If you desire placement in a business function, please make that clear on your application, and it will be forwarded to the appropriate personnel.

General Information regarding all programs

All applicants must be interviewed before acceptance into any training program or volunteer/intern position. If accepted, applicants are required to submit to a Criminal background check and drug test. Direct service cannot begin prior to the successful completion of both. Information on where to obtain these services will be provided by Townhall II.

If you are interested in participating in one of these programs, please return the application to Townhall II, Training Coordinator, 155 N. Water St., Kent, Ohio 44240. We will contact you to discuss the status of your application. Please feel free to contact us with any questions or concerns you might have at 330-678-3006.

Sincerely,

Christa Veltri, LSW
Training Coordinator