

Dear Prospective Volunteer,

Thank you for your interest in being a volunteer with The Aurora Center for Advocacy & Education. With a small staff our volunteers provide the foundation for all of the work we do to end violence against individuals on campus. We are so pleased that you wish to be a part of this important and challenging work!

The Aurora Center (TAC) provides free and confidential crisis intervention to victims/survivors of sexual assault, relationship violence, and stalking. TAC also provides services for people who are concerned about a friend or loved one who has experienced these types of crimes. TAC accepts walk-in clients and operates a 24-hour helpline, which is answered 365 days a year. Advocates who are trained student volunteers answer the helpline after-hours and on weekends and holidays. We assist over 600 people per year through our advocacy services.

TAC also provides education on the issues of sexual assault and relationship violence. Our educational presentations are designed to fit the needs of the group requesting the presentation. Our major educational initiative is titled "Step Up! A Prosocial Behavior Training Program". It is designed to be facilitated by student volunteers who are trained as Violence Prevention Educators.

TAC provides opportunities for volunteers through three different positions: Special Projects Volunteers, Direct Service Advocates and Prevention Educators. A job description for each position is enclosed in this packet. A one year commitment is required which means seniors can not apply.

In order to become a Direct Service Advocate or Violence Prevention Educator, and because of the nature of the work and the confidentiality involved a certification training of 40 hours is required. The schedule has evolved over time in part with feedback from participants. You are responsible to negotiate with instructors or employers in order to accommodate to the training time. The 40 hour training dates for 2018 are still to be determined but usually are the first two weekends in February, Thursday-Sunday and approximately 5 hours each day.

Special Projects Training will be June of 2017 and is one full day.

Applications and recommendations can be received at any time. Forms are included in this packet of materials. *Deadline for Special Projects Training is May 5th. Deadline for the 40 hour February training is Nov. 17, 2017.* A pre-training interview is required. Training space is limited so early application is strongly suggested.

Please review the application information documents carefully. Working as a volunteer requires commitment, energy, compassion, and time. Please feel free to contact me via email with any questions you may have about the program or the volunteer training.

Jerie Smith, Volunteer Coordinator
smith449@umn.edu

**The Aurora Center for Advocacy & Education
University of Minnesota – Twin Cities**

Policy on Volunteer Training and Program Participation

The Aurora Center for Advocacy & Education (TAC) at the University of Minnesota is committed to the belief that all people have the right to live free of violence and of the fear of violence. We recognize that sexual assault, sexual harassment, relationship violence, and stalking are not isolated incidents, but rather the individual expressions of a pervasive cultural attitude that tolerates violence. We believe that sexual and relationship violence can best be addressed through social action, education, and advocacy.

The Aurora Center for Advocacy & Education was formed to:

- Ensure the delivery of quality services to all segments of the University of Minnesota community by The Aurora Center and other offices that the victim/survivor may need to contact for assistance;
- Ensure the inclusion of the wide diversity of people of the University as staff, volunteers, and constituents of The Aurora Center;
- Ensure effective communication between The Aurora Center and other people who are concerned about sexual and relationship violence;
- Eliminate, eradicate, or in the very least, identify and reduce the existence of violence against people and other forms of oppression at the University of Minnesota and of the community as a whole.

TAC strives to provide quality services to the University community and meaningful leadership and volunteer opportunities for students. We welcome students of all races, religions, gender and sexual orientations, and abilities to participate in trainings and work as volunteers. *Because of the requirement of one year of service beyond training, seniors are restricted from applying.*

Completion of the training is a requirement to work as a volunteer, but it does not guarantee the opportunity to volunteer. All volunteers must also fulfill the requirements set forth in the *Volunteer Job Description(s) and Agreement*. These requirements include, but are not limited to: the ability to conduct oneself in a professional manner, a thorough and demonstrated understanding of sexual and relationship violence as oppression and closure on any personal experience as a victim.

Volunteer Testimonials

Before, I thought leadership involved being a leader in a certain group (head of a student org, etc.). But now I realize it's also about helping others and sharing the skills that I have, and educating others.

I have gained skill and confidence working with groups of people and in public speaking.

I am much more knowledgeable about statistics, definitions, and how to handle lots of situations because of my volunteer experience. This has had more of an impact on my reactions to friends, but I know will help me in my career job someday too.

I now realize how important it is to pay attention to things going on around me and that I can “step-up” and ask others to help me.

It is necessary to have time management skills as a member of The Aurora Center. Along with all the other skills I have gained, this surprisingly is one of the largest improvements.

Volunteer Meetings are required!

All Volunteers –following training, volunteers meet monthly on Saturdays for approximately 3 hours.

Dates in 2017: Feb 25, Mar 25, Friday April 21 Recognition Celebration. The Annual Recognition Celebration takes the place of one Volunteer meeting. Dates for following academic year are: September 9, October 7, November 4, January 27, February 24, March 24 (break is 13-17), April 20 for Recognition Event.

Because these meetings are mandatory, please consider whether attending will be possible for you before you decide to attend volunteer training.

Job Description for Special Projects Volunteer (SPV)
The Aurora Center for Advocacy & Education
University of Minnesota –Twin Cities

Title: Special Projects Volunteer

Requirements:

- Interest in working in the anti-sexual assault and anti-relationship violence movements
- Initial training of no less than six hours (usually in May)
- Understanding of sexual violence as a social justice model and one form of oppression with an awareness of the connections between sexism, racism, classism, homophobia, heterosexism, and ableism to violence
- Successful completion of training requirements
- Commitment to volunteer for one year (seniors can not apply)
- Commitment to uphold the volunteer agreement made with TAC
- Mandatory once a month meetings/in-service trainings starting in September
- Ability to conduct oneself in a professional and ethical manner, including respect and maintaining healthy boundaries
- Adherence to strict policy of confidentiality
- Closure on any issues/victimization related to sexual assault, relationship violence, or stalking
- Cannot date or have an intimate relationship with clients that you advocate for at TAC

Duties:

- Desire and ability to assist TAC in spreading information about its resources
- Ability to commit to volunteer during the following summer particularly Orientation tabling daily through the months of June & July and some days in August. (Monday-Thursday, 8:00 AM)
- Be available to extend outreach on behalf of TAC by tabling for specific events sponsored by TAC, such as at a display tables at Coffman, tabling for a Domestic Violence Awareness Month (DVAM) or Sexual Assault Awareness Month (SAAM) event, in response to requests from U of M or broader community like Welcome Week, activities fairs and other individual requests during fall semester
- Prepare for and represent TAC in the Office for Student Affairs section of the Homecoming Parade

Opportunities:

- Help with projects like button making, distributing fliers, chalking sidewalks, developing outreach materials as requested
- Help in the office with tasks to be identified by staff and interns
- Create your own special project with supervision of Volunteer Coordinator
- Act as ally to survivors of violence within your circles of influence
- Consider further training to become a Violence Prevention Educator or Helpline Advocate

Report to: Staff of The Aurora Center

**Job Description for Direct Service Advocate (DSA)
The Aurora Center for Advocacy & Education
University of Minnesota –Twin Cities**

Title: Sexual Assault/Relationship Violence Direct Service Advocate

Requirements:

- Successfully complete 40 hours of training
- Commitment to volunteer for at least one year (seniors can not apply)
- Commitment to uphold the volunteer agreement made with TAC
- Mandatory attendance at monthly in-service training meetings
- Interest in working in the anti-sexual assault and anti-relationship violence movements with victims/survivors and/or with significant people in their lives
- Ability to conduct oneself in a professional and ethical manner, including respect and maintaining healthy boundaries
- Adhere to strict policy of confidentiality
- Understanding of sexual violence as a social justice model and one form of oppression with awareness of the connections between sexism, racism, classism, homophobia, heterosexism and ableism to violence
- Closure on any issues/victimization with sexual assault, relationship violence, or stalking
- Cannot date or have an intimate relationship with clients that you advocate for at TAC

Duties:

- Provide a minimum of 3-5 nights per month of on-call coverage for the helpline during the hours that the office is closed
- Table for TAC at events a minimum of 3 times a semester
- Hold in confidence all agency and advocate-client related business
- Receive regular supervision individually and/or in a group setting
- Provide advocacy when necessary at any of the three University hospitals
- Work closely as a team with the other advocate and the staff back-up who are on-call during the same period of time
- Provide thorough and professional helpline advocacy, information and referrals, and appropriate follow-through
- Provide appropriate outreach services to legal, medical, law enforcement, and academic agencies.
- Provide follow-up advocacy to clients if appropriate and in consultation with staff
- Complete paperwork in client folders and for the office in a comprehensive and timely manner

Other Opportunities:

- Become a leader and gain career-building experience
- Opportunity to apply for student staff positions

Report to: Staff of The Aurora Center

Job Description for Violence Prevention Educator (VPE)
The Aurora Center for Advocacy & Education
University of Minnesota-Twin Cities

Title: Violence Prevention Educator

Requirements:

- Successfully complete 40 hours of training provided by TAC
- Commitment to volunteer for at least one year (seniors can not apply)
- Commitment to honor the volunteer agreement made with TAC
- Mandatory once a month meetings/in-service trainings
- Interest in working in the anti-sexual assault and anti-relationship violence movements through educational initiatives and public speaking
- Ability to conduct oneself in a professional and ethical manner, including respect and maintaining healthy boundaries
- Adhere to strict policy of confidentiality
- Commitment to practicing upcoming presentations on your own
- Understanding of sexual violence as one form of oppression and awareness of connections between sexism, racism, classism, homophobia, heterosexism and ableism to violence
- Closure on any issues/victimization related to sexual assault, relationship violence, or stalking
- Cannot date or have an intimate relationship with clients that you advocate for at TAC

Duties:

- Complete at least 5 presentations each semester
- Table for TAC at events a minimum of 3 times a semester
- Respond promptly after an email has been sent to all VPEs requesting presenters for an upcoming educational presentation
- Come prepared and attend two mandatory one hour practices prior to each presentation
- Present the PE curriculum or materials with the intended audience at the time and date requested
- Increase campus awareness of The Aurora Center, its service, and the Prevention Education program, encouraging groups and classes to invite VPEs to make a presentation
- If you are unable to fulfill the responsibilities of a presentation you must find another VPE to replace you

Opportunities:

- Become a leader and gain career-building experience
- Apply for student staff positions
- Build your public speaking skills

Report to: Staff of The Aurora