



## **Workshop Leader**

Plan and lead a workshop at Sarah's Circle. Topics should align with Sarah's Circle's vision: ***Sarah's Circle envisions a safe and secure home for every woman in Chicago.*** These workshops can cover a variety of topics including but not limited to, motivation, employment readiness, coping with stress, self-awareness, health related topics, etc. Volunteers can lead a group consistently, or come in for a one-time workshop. This role is key to developing and engaging the community within Sarah's Circle.

Volunteers are critical to Sarah's Circle's operations. Workshop leaders support the mission of Sarah's Circle by helping expand the resources and services available to the women we serve beyond budgetary limits. Volunteers also gain a deeper knowledge of the work of the organization and the women served, often becoming our best advocates in the community. Sarah's Circle volunteers help end homelessness for women.

### **Responsibilities include:**

- Meeting with Sarah's Circle staff prior to lead workshop to review all components and materials
- Provide materials necessary to lead workshop
- Work directly with a staff member or intern to lead workshop
- Share information with clients in a respectful and nonjudgmental manner
- Cater workshop material and presentation so that it is appropriate and relevant to client needs
- Clearly explain subject
- Engage clients

### **Qualification/Skills**

- Excellent interpersonal and communication skills
- Must be reliable and responsible
- Understanding
- Attentive to detail
- Ability to multi-task in a fast-paced environment

### **Requirements**

- Attend orientation training session
- Agree to Sarah's Circle's Volunteer Guidelines
- Understand and uphold Sarah's Circle's Volunteer Policies

**Time Commitment:** Volunteer must be able to lead a workshop M-F between 9 am – 4:30 pm, possibly during the evening. We ask that volunteers be flexible and able to lead workshops when other programming is not taking place. Workshops can be done weekly, bi-weekly, monthly, or just once.

**\*All Workshop Leaders must complete the application included for Sarah's Circle staff to review.**



**Sarah's Circle**  
Ending Homelessness for Women

# Workshop Leader Application

<b>Name:</b>	<b>Email:</b>
<b>Home Address:</b>	<b>Phone:</b>
<b>Group Affiliation, if any:</b>	<b>Workshop Title:</b>

**Please Check an Option:**

- One Time Workshop   
  Weekly Workshop   
  Bi-Weekly Workshop   
  Monthly Workshop

**Please list any relevant credentials and/or qualifications:**

**Please describe in detail the content of your workshop, including: any materials and/or methods that will you will use, the length of your program, as well as any materials Sarah's Circle would need to provide:**

**Please list the goals of your workshop:**

**How will your program contribute to the vision of Sarah's Circle?**

**Sarah's Circle staff will be in touch with you if approved. Please make sure to include any materials you will be sharing at this workshop for staff to review. If accepted, you must attend a volunteer orientation prior to hosting workshop.**

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Staff Use Only**

**Workshop Approval Status:**     Approved     Denied

**Start Date:**

**Appointed workshop supervisor:**

**Program Director Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_