



Sarah's Circle

Helping Women Rebuild Their Lives

Plan and lead a workshop at Sarah's Circle. Topics should focus on a key part of Sarah's Circle's mission: encouraging women to empower themselves by rebuilding both emotionally and physically, realizing their unique potential. 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 could lead a weekly group such as a book club, cooking workshop, or start a knitting group. 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 and help expand the resources and services available to the women we serve beyond the limits of the budget. 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 women rebuild their lives.

Responsibilities include:

- Meeting with Sarah's Circle staff prior to lead workshop to review all components and materials
- Provide materials necessary to lead workshop
- Use technology if needed for workshop
- Work directly with a Program 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 should be over 30 minutes and 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.**



Workshop Leader Application

Name:	Email:
Home Address:	Phone:
Group Affiliation, if any:	Workshop Title:

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 mission 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 _____