

The NY Open Center

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Volunteer Services Manager: *Angela Roberts*

Volunteer Coordinator: *Katie Rosenthal*

Volunteer Application Process

- 1) Because volunteers are such a vital part of the center's community, the Open Center looks for a **consistent four hours per week and a minimum commitment of six months** from prospective volunteers. Please make sure this is a good time for you to make such a commitment.
- 2) Please **read the manual** before filling out an application. (The manual is yours to keep for future reference.)
- 3) In addition to the completed application form, we will need a copy of your **resume** as well as **one letter of recommendation** from a professional or academic contact. You may also include a **short letter** telling us why you want to volunteer here, and what you hope to get out of your experience.
- 4) Please **mail all materials TOGETHER** to the Volunteer Services Department at the address above.
- 5) Once your full application packet has been received AND if we have an opening that matches your interest and availability, you will usually hear from Volunteer Services in two to four weeks to schedule an interview and training.

Please note: We sometimes cannot place a volunteer right away, even if they are a great candidate. Because of this, we keep applications on file for three months in case something becomes available. Please contact us if your schedule changes.

If you have any questions, please call the Volunteer Services Manager, Angela Roberts, at 212-219-2527 x117 or email her at volunteers@opencenter.org

Thank you for your interest in the Open Center!