

Position Available: **Volunteer**
Department: Community and Civic Engagement (CCE) Department
Location: Akron/Cleveland

SUMMARY

Asian Services in Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) serving predominantly low-income, underserved, limited English speaking Asian American and Pacific Islander (AAPI) immigrant and refugee populations of all ages. Our mission is to empower AAPIs in Northeast Ohio to enhance their well-being, build their communities, and to improve their self-sufficiency through culturally and linguistically relevant information and services.

ASIA is seeking committed and passionate volunteers to work with the Community and Civic Engagement Department. As a volunteer with the CCE Team, you will be involved in a variety of different activities that directly empower immigrants and refugees in our community, through voter registration and education, and public health messaging, among others. Some of the tasks will include:

DUTIES AND RESPONSIBILITIES

- Participating in canvassing outreach
- Helping with ASIA's event planning
- Helping with social media outreach and planning
- Making phone calls to connect members of the community with needed resources
- Tabling outreach in various engagement events
- Registering people to vote
- Conducting COVID-19 surveys
- Keeping track of CCE materials that have been distributed.

QUALIFICATIONS

- Being reliable, professional, and approachable
- Having a positive attitude, and a sense of humor
- Multilingual, preferred but not required
- Belief in and commitment to progressive social, racial, and economic justice
- Ability to lift 30 lbs. or more, a plus
- Valid Driver's License a plus
- Must pass a criminal background check if 18 years old and above

WHAT IS IN THIS FOR YOU?

As a volunteer with ASIA, you will be able to directly impact the community and help improve people's lives one at a time. You will serve as a bridge between the organization and community members, and learn how to directly engage with people on the ground.

GENERAL INFORMATION

While this is a volunteer position, we require any volunteers to approach the position seriously. To apply, fill out the rest of this application, send your resume/CV and any additional information that you think we should know about you, to the Community and Civic Manager, Rudin Mucaj, at rmucaj@asiaohio.org. **No phone calls, please.**

Asian Services In Action (ASIA) promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.

I. Personal Information

<i>Title</i> <i>(Mr./Ms./etc)</i>	<i>First name</i>	<i>Middle</i> <i>Initial</i>	<i>Last Name</i>
<i>Address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
<i>Home phone</i>	<i>Cell phone</i>	<i>Email</i>	<i>Date of birth</i>

II. Emergency Contact

<i>First name</i>	<i>Last name</i>	<i>Relationship</i>
<i>Phone number</i>	<i>Alternate phone number</i>	<i>Email</i>

III. Volunteering at ASIA

1. How did you hear about us?	
2. Would you like to receive email updates from ASIA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I have received, read, and understood the ASIA volunteer confidentiality agreement, and I agree to abide by all terms described within it.	<input type="checkbox"/> Yes Initial: _____ <input type="checkbox"/> No
4. I have received, read, and understood the ASIA photo release, and I agree to abide by all terms described within it.	<input type="checkbox"/> Yes Initial: _____ <input type="checkbox"/> No

IV. Criminal Background

Have you ever been convicted of a misdemeanor or felony?	<input type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please explain below.

IV. Additional Information

<p>Are you bilingual?</p> <p><input type="checkbox"/> Yes _____</p> <p>If so, what language(s) do you speak? _____</p> <p><input type="checkbox"/> No _____</p>																																		
<p>What is your availability? Check all that apply</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 12.5%;">Monday</th> <th style="width: 12.5%;">Tuesday</th> <th style="width: 12.5%;">Wednesday</th> <th style="width: 12.5%;">Thursday</th> <th style="width: 12.5%;">Friday</th> <th style="width: 12.5%;">Saturday/Sunday Only</th> </tr> </thead> <tbody> <tr> <td>Morning</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Afternoon</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Evening</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday Only	Morning							Afternoon							Evening						
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V. Signature

<p>I certify that the information I have provided is complete and correct to the best of my knowledge. I understand that I will be required to submit a criminal background check if I am over the age of 18. Furthermore, I am aware that I may be required to personally cover the full or partial cost of this background check. I agree to abide by all ASIA policies and procedures. I understand that ASIA reserves the right to deny any applicant or terminate any volunteer at any time for any reason. Completion of this application in no way guarantees placement or participation in any ASIA program or activity.</p>	
<p>_____</p> <p><i>Applicant's signature</i></p>	<p>_____</p> <p><i>Date</i></p>
<p>_____</p> <p><i>Parent/Guardian's signature (if under 18)</i></p>	<p>_____</p> <p><i>Date</i></p>