



Volunteer Application

11300 Lomas Blvd. NE
Albuquerque, NM 87112
Contact: Faylene Wytewa-Alire, ARCA Volunteer Coordinator
Phone: 332-6816 or Email: Fwytewa@arcaspirit.org

Thank you for your interest in volunteering at ARCA. We are committed to providing a safe, satisfying, and secure working environment for you.

Application Process

Individuals interested in volunteering with ARCA must complete the attached forms and agree to a background check prior to beginning any volunteer assignment. Background checks are completed on all potential volunteers and done by an independent agency through ARCA. The volunteer profile provides information to us so that a compatible match is made between the volunteer and programming needs. Volunteers need to be 16 years of age or older. If at anytime there are any concerns regarding volunteering, contact Faylene Wytewa-Alire.

Volunteer Opportunities:

Details listing some of volunteer opportunities are not all inclusive. Applicants will be interviewed after application has been completed.

Special Events: ARCA has several special events throughout the year. These events are seasonal and commitment to volunteer will depend on when the events occur.

Housing Support (Maintenance and Grounds): ARCA owns property throughout Albuquerque and our Property and Maintenance Department is responsible for the upkeep. Volunteers might assist with projects which require extra hands to get the job done such as yard maintenance, landscaping, redecorating, painting, and gardening needs.

ARCA NM Brain Injury Resource Center (NMBIRC): This site is located at our 4th Street site. NMBIRC is an information resource center. Persons with brain injury, their family, friends and professionals have use of this facility to ask questions, find brain injury support resources, navigate complicated systems and assist with educating family, employers and professionals about living with a brain injury. Volunteers needed on weekdays, 8:30am-4:30pm. No weekends.

Office Support: Skills such as filing, alphabetizing documents, data entry, working on projects which require knowledge of computer programs such as Word, Excel, Publisher and Adobe are needed for clerical support.

ARCA Organics/La Paloma Greenhouse: This volunteer site is located in Corrales. Tasks include planting organic fruits and vegetables and caring of seasonal plants (example: geraniums, poinsettias, etc.) in a greenhouse and outdoor setting. The plants are then harvested and sold to the community. Volunteers needed weekdays, 8am-2:00pm. This site is great for large groups to volunteer.

Benefits

ARCA volunteers report the best benefit from volunteering at ARCA is the satisfaction of making a difference!

Orientation

A site orientation will be provided by the site manager and will then be responsible for the supervision of the volunteer with the Volunteer Coordinator being available for any questions or concerns.

To learn more about ARCA's mission visit us on our website at www.ARCASpirit.org.



Volunteer Application

Date Completed: _____ Employee #: N/A Individual Served: N/A
If applicable. If applicable. If applicable.

Submit Application to: 11200 Lomas Blvd. NE
Albuquerque, NM 87112

Contact Person: Faylene Wytewa-Alire, ARCA Volunteer Coordinator
Phone: 332-6816 or Email: Fwytewa@arcaspirit.org

Date of Application: _____

Name: _____ 16 or over? Yes No

Applicant must be 16 years of age or older and age 18 and over will need to go through a background check.

Office Use Only	
HR:	_____
Interview:	_____
Site Visit:	_____
Assigned:	_____
Notes:	_____

Address: _____
Street City State Zip

Phone number: _____ Email Address: _____

Do you agree to have your address put in our database? Yes No

***Database is used to generate mailings from ARCA including, but not limited, to our agency newsletter. We will not share your information.**

How did you hear about ARCA? _____

What do you hope to gain from your volunteer experience at ARCA?

Current Employer (if applicable): _____ Phone: _____

Does your employer do matching contributions for volunteer hours? Yes No Don't Know

Have you ever been convicted of a crime? Yes No A conviction record will not necessarily bar volunteer status. This information will be used only for volunteer-related purposes and only to the extent permitted by applicable law.

Emergency Contact: _____ Phone #: _____
Name

Relationship _____

Availability-check all that apply:

How often would you be available to volunteer? (Once a week, once a month, etc.) _____

Days you are available to volunteer, check all that apply:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

UNIQUE IDENTIFIER: QA10180021

FORM STORAGE LOCATION: Volunteer File

PAGES: 1 of 2

OWNER: Quality

CASE RECORD FILE: N/A

USER GROUP: 6
[Link to User Legend.](#)



Volunteer Interests

Check all areas of interest. Note this is not all inclusive.
Descriptions of these are on the intro page of the volunteer application.

- Special Events** (Needs vary per season)
- Housing Support**
- Office Support**
- ARCA Organics/La Paloma Greenhouse**
Located in Corrales, New Mexico
- NM Brain Injury Resource Center**

Check this box if you are a student:

Internship	Service Learning
High School <input type="checkbox"/>	High School <input type="checkbox"/>
CNM <input type="checkbox"/>	CNM <input type="checkbox"/>
UNM <input type="checkbox"/>	UNM <input type="checkbox"/>
Other <input type="checkbox"/>	

Skills:

Computer? Yes No

If yes: Microsoft Office Excel Donor Software Data Entry Desktop Publishing
 Other: _____

Languages spoken other than English? _____

Describe any previous volunteer experience:

Education or special training:

Click on submit to directly email application to ARCA Volunteer Coordinator.

Submit