

Volunteer Position Descriptions

General Volunteer Positions

Flyering- visit local café's and stores to post flyers for upcoming programs and events.

Frequency- We post courses quarterly (fall, winter, spring, summer), as well as occasional updates and reminders.

Clerical- assist the staff in preparing fundraising mailings (labeling, stamping, and mailing envelopes)

Frequency- Fall and Spring (specific dates scheduled as needed)

Program Assistant- arrives 45 minutes before scheduled Center programs and events. Checks participants in and takes payment. Answers questions and is available to the presenter. Passes out and collect evaluations when the program ends. Brief training required.

Frequency- scheduled as needed for upcoming programs.

Library- assists in cataloging and organizing the Center's books and periodicals.

Frequency- by appointment with the Library Coordinator.

Event Coordination- assists the staff in planning, setting up, and cleaning up after Center gatherings and parties.

Frequency- as needed (holiday party, etc)

Benefits

In return for enthusiastic volunteer efforts, we offer one free hour of classes through our Public Programs for each hour of work volunteered for the Center, as well as the benefit of being a part of our vibrant community and gaining experience in a Jungian-oriented environment.

To become a Center Volunteer call 847.475.4848 ext. 221, or fill out the volunteer application and return it to jung@cgjungcenter.org or 817 Dempster Street, Evanston IL 60201 and you will be contacted to arrange a time to meet with the volunteer coordinator.

Thank you for your interest in offering your skills to the C. G. Jung Center!

Clinical Volunteer Positions

Therapist- Provide therapy to one or more clinic client (s) on an ongoing basis. Additional application required.

Frequency- Weekly, as scheduled.

Clinic Therapist- Provide therapy to up to 10 clinic clients. Commitment of 10 or more hours per week.

Frequency- Weekly, as scheduled.

Benefits

Therapists receive biweekly group supervision by a Jungian analyst at no charge. Clinic therapists are eligible for individual supervision at no extra charge. Clinic therapists receive group and individual supervision. In addition, while you are a volunteer therapist, you will receive free admission to any Public Programs held at the Center.

Additional Volunteer Positions

Committee Member- serves on one of the Center's Committees (ex. Education, Development, Myers-Briggs, Sandplay). Background experience required.

Frequency- Requirements vary depending on the committee.

Program Presenter- present a course or workshop on a Jungian-related topic of expertise.

Frequency- program proposals are accepted on an ongoing basis and forwarded to the education committee.

Board Member- serves on the Center's Board of Trustees. Additional application and financial commitment required.

Frequency- The Board meets monthly throughout the year. Ongoing participation in fundraising and public programs requested.

***We are unable to accept volunteer applications from current clinic clients, though we honor your desire to assist the clinic.**

C. G. Jung Center
VOLUNTEER APPLICATION

817 Dempster Street

Evanston, IL 60201

847.475.4848

www.cgjungcenter.org

Date _____

Name _____

Address _____ Birth date _____

City _____ State _____ Zip code _____

Home phone _____ Cell phone _____

Work phone _____ E-mail _____

How did you hear about the Center? _____

What do you hope to gain from volunteering at the Center?

Please check the area that you are interested in:

_____ Flying

_____ Therapist

_____ Clerical

_____ Clinic Therapist

_____ Program Assistant

_____ Committee Member

_____ Library

_____ Program Presenter

_____ Event Coordination

_____ Board Member

Are there any areas you are interested in working on that are not listed?

What times/days are you available?

*Please attach a current resume