



Job Application Donations Manager

Thank you for your interest in working with the Astoria Warming Center. Please take some time to provide the following information. *Please print **legibly**:*

Last _____ First _____ Middle _____

Home or Mailing Address

(If you don't have one of these, please contact us for options)

Street _____

City _____ State _____ Zip _____

Phone Number: _____ (cell / work / home) Okay to text? (Y / N)

Email Address: _____

Are you over 18 years of age? Yes No Date of birth: _____

Your Skills and Experience

No previous experience in shelter work is required, but we'd like to know more about you.

Describe the organizational skills that make you a great fit for this position.

Describe the communication skills that make you a great fit for this position.

What (if any) experience do you have working with at-risk populations?

What (if any) experience do you have managing inventory?

What (if any) experience do you have managing volunteers?

Check the following programs you have proficiency in:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Gmail | <input type="checkbox"/> Google Sheets |
| <input type="checkbox"/> Google Drive | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Google Docs | <input type="checkbox"/> Microsoft Excel |

References

Please list up to three references with a phone number or email address. One should be professional (paid or volunteer work). Thank you!

Name: _____ Contact: _____

Name: _____ Contact: _____

Name: _____ Contact: _____

Availability & Procedures

This position has flexible hours. Please note your ideal hours:

April-October (~10 hrs/wk):

November-March (~20 hrs/wk):

Emergency Contact _____ Phone _____

If you are chosen as a potential employee, a background check will be conducted at the Warming Center's expense. Your date of birth will be required for this background check.

My signature below affirms that all information is true and correct to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature _____ Date: _____

The Astoria Warming Center is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.