

PORTLAND POLICE BUREAU
STRENGTH
Programs

2016 New Volunteer Instructor Application WomenStrength & GirlStrength Programs

This application includes the following:

1. A welcome letter
2. The training schedule
3. Information on how to become an instructor
4. An application form
5. Supplementary questions for all instructors
6. Forms to submit a Portland Police Bureau background check (2)

Questions about the Training?

WomenStrength

503-823-0262

Fax: 503-823-0269

WomenStrength.pb@portlandoregon.gov

GirlStrength

503-823-0239

Fax: (503) 823-0269

GirlStrength.pb@portlandoregon.gov

***If you wish to apply, please return your application by
Wednesday, February 10th, 2016***

Thank you for your interest!

Family Services Division
Portland Police Bureau
10225 E Burnside
Portland, OR 97216





CITY OF PORTLAND, OREGON



Bureau of Police

Charlie Hales, Mayor
Lawrence P. O'Dea III, Chief of Police
1111 S.W. 2nd Avenue • Portland, OR 97204 • Phone: 503-823-0000

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Dear Applicant,

Thank you for your interest in becoming a violence prevention instructor for the Strength programs! Once a year we train new volunteer instructors. After completion of the training the new instructors teach with lead instructors providing free violence prevention classes to women and girls around the City of Portland.

Being a Strength instructor is challenging and rewarding. Many of our volunteers state that it was a life changing experience and one of the best decisions they have ever made. Instructors often tell us how much they appreciated the initial training and their volunteer position as an instructor. Here is a quote from one instructor who went through training a couple years ago: "... joining WomenStrength is the best thing I have done for myself in a very long time. The training was incredible (I still miss it!) and I love teaching. I am always in such a good place emotionally and physically after I teach. I love it!"

This year the six week new volunteer training will begin in late February and go through April with a one week spring break. The instructor selection process is competitive and consists of four components: a written application, interview, reference, and criminal background checks. Enclosed in this packet are the necessary forms to fill out and return. We ask that you choose an area of focus, either WomenStrength or GirlStrength.

Please don't be intimidated by this application! The process and the paperwork may seem overwhelming for a volunteer position, but we hope the requirements demonstrate the quality of our programs. Our volunteers are representatives of the Portland Police Bureau and the City of Portland. These trustworthy and exceptional individuals honor our mission to offer free empowerment classes to women and girls. Everything in this package is to service this goal. We hope you will decide to be a part of our mission.

Please call one of us (Carolyn or Sara) if you have any questions. We welcome the opportunity to answer your inquiries. If you are not available to complete the training this year, but are still interested, please let us know and we will keep your name for future trainings.

Thank you so much for your interest!

Sara K. Johnson

WomenStrength Director
Family Services Division
Portland Police Bureau

Carolyn Haycraft

GirlStrength Director
Family Services Division
Portland Police Bureau

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City Information Line: 503-823-4000, TTY (for hearing and speech impaired): 503-823-6868 Website: www.portlandpolice.com

New Volunteer Training Schedule 2016

Training is divided into two parts:

Part 1: Theory

This training prepares new instructors to lead the information-sharing segments of our classes. Many wonderful programs and professionals in the field of ending violence offer their services to train our volunteers. Subjects taught include: anti-oppression, sexual assault, dating and domestic violence, bullying and digital violence, child sexual abuse, offender profiles and intervention, prevention strategies, crisis intervention, secondary trauma, case investigation, human trafficking and gang involvement.

February 27, Saturday	9am – 5pm	
February 29, Monday	6pm - 10pm	
March 1, Tuesday	6pm - 10pm	
March 2, Wednesday	6pm - 10pm	
March 3, Thursday	6pm - 10pm	
March 7, Monday	6pm - 10pm	
March 8, Tuesday	6pm - 10pm	
March 9, Wednesday	6pm - 10pm	
March 10, Thursday	6pm - 10pm	
March 12, Saturday*	12:30pm – 5:30pm	*GirlStrength only
March 14, Monday	6pm - 10pm	
March 15, Tuesday	6pm - 10pm	
March 16, Wednesday	6pm - 10pm	
March 17, Thursday	6pm - 10pm	

ONE WEEK SPRING BREAK

Part 2: Curriculum & Physical Training

This training provides new instructors with the skills to team-teach our violence prevention curricula. New instructors work with experienced instructors to develop their teaching strategies and skills.

March 28, Monday	6pm – 10pm
March 29, Tuesday	6pm – 10pm
March 30, Wednesday	6pm – 10pm
March 31, Thursday	6pm – 10pm
April 4, Monday	6pm – 10pm
April 5, Tuesday	6pm – 10pm
April 6, Wednesday	6pm – 10pm
April 7, Thursday	6pm – 10pm
April 11, Monday	6pm – 10pm
April 12, Tuesday	6pm – 10pm
April 13, Wednesday	6pm – 10pm
April 14, Thursday	6pm – 10pm
April 16, Saturday	9am – 5pm
April 20, Wednesday (Graduation)	6pm – 8:30pm

Note: all trainings (unless noted) are for all Strength instructors.

Questions you may have as you consider applying for WomenStrength or GirlStrength

What exactly is this “job”?

This is a volunteer position in which your primary responsibility is to team teach introductory violence prevention and personal safety classes throughout the city of Portland. **Please note, physical self-defense skills are only taught in WomenStrength and GirlStrength.** Instructors are responsible for maintaining confidentiality, representing information accurately, and providing students with a supportive and safe learning environment. Beyond teaching, each instructor influences our curriculum and policies when they participate in the collective decision-making that occurs at our monthly staff meetings.

What qualities do I need to have to become a Strength instructor?

Among the qualities we look for in new instructors are good interpersonal skills, flexibility, good verbal communication skills with groups and individuals, good judgment, ability to work as part of a team, comfort with and interest in working with diverse people, a desire to teach, and sensitivity to issues of violence in our communities. Although prior team-teaching *experience* is definitely not required, the *aptitude* to teach effectively with co-instructors is necessary. Only 10 applicants per program will be selected to participate in the 2016 training.

What is the process involved in becoming an instructor?

- 1) The applicant completes the following paperwork and send it in by Wednesday, February 10th
 - Application form
 - Answers to supplemental questions (on the backside of the application form)
 - The “Background Information” and “Informed Consent” forms.
- 2) The applicant comes to our office for an interview with the Strength Leaders as well as one or two of our current volunteer staff. During the interview, we notarize the Security Clearance Background Request and Informed Consent/Release and Hold Harmless Waiver. ***You do not need to have these forms notarized prior to the interview.***
- 3) If the applicant is accepted into the training by the Strength staff, the applicant’s notarized forms are then forwarded to the Portland Police Bureau’s Personnel Division so they can begin the background check. A police bureau background investigator will contact the applicant for an appointment for fingerprinting and for a brief interview to address any questions the investigator may have. The Security Clearance Background Request will be notarized at that time.
- 4) If the applicant passes the background check, the applicant can begin training on Saturday, February 27th, 2016.

The only thing stopping me from applying is the training schedule. How could I make it work for me?

The schedule is definitely intense. We recommend that you not begin or take on any additional or new commitments during this time. Unless you normally keep a schedule like this, your family and friends will not see you as often, you may not get to exercise as regularly or on the same schedule and your time alone might be reduced. A necessity to complete your training with energy to spare is to be exceptionally organized (even if that does not come naturally to you), being willing to let other activities have lesser priority for two months and being utterly excited about your work. We, of course, implore you to continue taking good care of yourself throughout.

Do I need to attend every session during training? What if I get sick or have a family emergency during training?

This training is preparation for the important responsibility you agree to take on. Each session of training covers an essential piece of knowledge necessary to being a Strength instructor. The initial training is intensive and we need to make sure all new volunteers can commit to the entire training. If you know of a conflict with any of the dates listed, please call so we can discuss some options. We know emergencies sometimes come up and will work with you on options for making up a missed training session. Our trainers and coaches volunteer their time as well, and we wish to respect their time as we do yours by asking them to do more only in case of emergencies.

Why isn't training spread out over more time and not so condensed?

Those who have participated in previous years' training viewed the schedule as overwhelming, too. Yet, the majority agreed that the immersion style of training was exhilarating, helped them prepare for the role of a volunteer instructor and resulted in lasting friendships among the groups' trainees.

Why the background check?

All individuals who represent the Portland Police Bureau, whether paid or volunteer, have a background check completed. As a volunteer staff member, your criminal history check is the briefest of all the types of checks. After your interview, if you are invited to go through the training, your statement of personal history will be forwarded to the Personnel Division for the confidential background check process. Please call WomenStrength/GirlStrength if you have any questions about this process.

Who decides where and when I teach?

Once you complete the training, you decide where and when you teach.

WomenStrength: Each month we offer classes at two or three different locations. The classes are a total of nine hours long, split up into three 3-hour sessions. When an instructor signs up to teach a class, she teaches all three sessions. Most of our classes occur from 6pm – 9pm on weeknights. About once every 3-6 months we offer a Saturday morning class. We are a city-wide program, so we try to reach all corners of the city sometime during the year. Because we do serve the entire city of Portland, instructors frequently teach in locations other than those closest to their homes.

GirlStrength: Programs and workshops are offered in schools, community centers and through organizations that serve girls throughout the school year. We also offer one-week summer camps. The programs are 13.5 hours in length and taught over a nine week period. Typically, classes are taught during the day and are offered in either weekly sessions of 90 minutes or bi-weekly sessions of 45 minutes each. This is an ideal schedule for folks who have the ability to teach during the morning, afternoon and sometimes early evening. Like WomenStrength, GirlStrength serves the entire city of Portland. Instructors can choose locations close to their home or work; however, we encourage you to choose other locations as well.

What is the commitment once training is over?

Once training is over your load lightens! Here is what we ask you to do:

WomenStrength:

- Teach 8 nine-hour classes in the first twelve months after training
- Teach at least 4 classes in each subsequent year of volunteering
- Attend monthly staff meetings/ trainings, held on a week night from 6:00—9:00 pm.
- Attend an annual yearly refresher for volunteer instructors (scheduled in January)

GirlStrength:

- Teach 4 nine-week programs/camps in the first year after training
- Teach at least 2 classes in each subsequent year of volunteering
- Attend quarterly staff meetings/trainings held on a week night from 6:00—9:00 pm.
- Attend an annual yearly refresher for volunteer instructors (scheduled in January)

What benefits would I gain from becoming a Strength instructor?

Each instructor has a unique story of who they learn from and is inspired by the women and girls they teach. The students' courage, growth and gratitude cause instructors to consistently leave classes feeling more energized and exhilarated than when they arrived. Each instructor develops lasting personal skills through her volunteering as well. Many have found that their public speaking, cooperative teaching and collective decision-making they participate in as instructors are marketable skills that they can include on their

resumes. Many also find that the assertiveness and boundary setting skills they develop help them in their personal lives. The movement to end violence was created and is sustained by women and men who give generously of their time. Women and men providing safe shelter, working at hotlines, facilitating support groups, doing advocacy and self-defense and violence prevention classes all influence the quality and safety of our communities. Being a part of the movement to end violence against women is tremendously rewarding!

2016 Volunteer Staff & Instructor Application

Name _____

Address _____

City, State, Zip Code _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email _____ May we call you at work? _____

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

How did you hear about our new volunteer training? _____

Are you presently employed? ____ If yes, where? _____

What is your position? _____

Do you presently volunteer elsewhere? ____ If yes, where? _____

Educational background (highest grade completed & field of study) _____

Are you bilingual? ____ If yes, in what language? _____

Do you have reliable transportation? _____

What hours are you available? Day _____ Evening _____ Weekend _____

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

Please list three references not related to you by blood, adoption, or partnership:

Name	Day Phone	Cell Phone	Relationship to you
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**WomenStrength/GirlStrength Programs
 Volunteer Staff Application – 2016**



SUPPLEMENTAL QUESTIONS

Please use a separate sheet of paper to respond to the following questions.

1. Would you like to choose GirlStrength or WomenStrength as your focus? Why? (note: after one year of teaching/training instructors may cross train in sister program)
2. Why do you want to become involved with this program? What would you add and what would you hope to gain from your participation?
3. How do you feel about the large time commitment required for the training?
4. What is your theory on why women and children are most often the victims of violence?
5. Who do you think needs to be involved in the movement to end sexual and domestic violence? Why?
6. What do you see as the possible benefits and drawbacks of working with the public as a representative of the Portland Police Bureau?
7. Do you have public speaking experience? If yes, please describe. If no, what would give you the confidence to do public speaking?
8. *For GirlStrength Instructors only:*
 - a. Do you have experience teaching children and youth? If so, please describe.



Please return your paperwork (white pages) Wednesday, February 10, 2016.

- The application form
- Answers to supplemental questions
- "Applicant Background and Information" and "Informed consent and Hold Harmless Waiver"
These forms will be notarized during or after the interview.

Send to: GirlStrength Program/NVT or WomenStrength/NVT
PPB, Family Services Division
10225 East Burnside
Portland, OR 97216

Email: GirlStrength.pb@portlandoregon.gov or WomenStrength.pb@portlandoregon.gov

Fax: (503) 823-0269

THANK YOU!



CITY OF PORTLAND, OREGON



Bureau of Police

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APPLICANT BACKGROUND INFORMATION

Last Name First Name Middle Name

Other names you have used

Date of Birth Sex Race Height Weight Hair Color Eye Color

Social Security Number Citizenship* Place of Birth

*If you are a non US citizen you must present work authorization papers and a Social Security Card at your appointment.

Home Street Address (actual physical location)

City State Zip Code Phone Number

Date of last police contact

List all states you have lived in since age 16

Email Address Driver's License # State
Driver's License # State

Company Name Phone Number

Company Address City State Zip

Type of work or volunteering to be performed and where

Best phone numbers to contact you to make appointments

Fax this information to (503) 823-4797 Attn: Personnel Sergeant or mail it to:

Portland Police Bureau
Personnel Division, Room 1542
1111 SW 2nd Avenue
Portland, Oregon 97204
Attn: Personnel Sergeant

WomenStrength/GirlStrength applicants, please mail or email all forms to us**

We will contact you regarding scheduling an appointment to present two pieces of identification, notarize forms and be photographed and fingerprinted. Applicants must present two original pieces of identification such as a driver's license, Social Security card, passport or birth certificate.

If you have any questions please feel free to call Personnel @ (503) 823-0333.

We will contact you regarding scheduling an appointment to present two pieces of identification, notarize forms and be photographed and fingerprinted. Applicants must present two original pieces of identification such as a driver's license, Social Security card, passport or birth certificate. If you have any questions please feel free to call Personnel @ (503) 823-0333.



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***Informed Consent/Release and Hold Harmless Waiver
Ensuring Confidentiality of Background Investigation Information***

I recognize that the Portland Police Bureau has an obligation to ensure public safety and protect police property, equipment and records. As an applicant to the Portland Police Bureau (whether I am a contractor doing business with the Police Bureau, or as a prospective employee), I acknowledge that I must prove my suitability to access police facilities on a regular basis.

I understand that I am authorizing an investigation into aspects of my personal life to determine my fitness to access police facilities. This investigation may include contacting persons and/or organizations that have information relating to my suitability. I also understand that those persons and/or organizations may feel inhibited, intimidated or otherwise reticent about furnishing legitimate information concerning my fitness unless the confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be interwoven with other confidential information to which I would otherwise not be privy.

Therefore, I exonerate, release and discharge the City of Portland, the Police Bureau, its officers, agents or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied, even where such information has been the basis for my disqualification from further consideration.

I hereby knowingly, voluntarily, and specifically, waive any rights I may have to examine, review, or to otherwise discover the contents of this investigation and all documents related thereto, whether by request, civil service appeal, grievance, or by legal process.

Signature of Applicant

Printed name of applicant

I attest the applicant subscribed the above before me on this ____ day of _____, 20__ in the City of Portland, County of Multnomah, State of Oregon.

Notary Public for the State of Oregon

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