

**The NY Open Center**

[www.opencenter.org](http://www.opencenter.org)

Email: [volunteers@opencenter.org](mailto:volunteers@opencenter.org)

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Tel: 212.219.2527 x117

**Volunteer Services Team: *Angela Roberts & Kristen Boyer***

## **Volunteer Application Process**

- 1) Please read the manual before filling out an application. The manual is yours to keep for future reference.**
- 2) In addition to the completed application form, we will need one letter of recommendation from a professional or academic contact. It can also be helpful to include your resume.
- 3) Please mail all materials TOGETHER to the Volunteer Services Department at the address above.**
- 4) Once your full application packet has been received and if we have an opening that matches your interest and availability, you will usually hear from Volunteer Services in two to four weeks.
- 5) Because volunteers are such a vital part of the center's community, the Open Center looks for a consistent four hours per week and a minimum commitment of four months from prospective volunteers. Please make sure this is a good time for you to make such a commitment.
- 6) We sometimes cannot place a prospective volunteer right away, even if s/he is a great candidate. Because of this, we keep applications on file for three months in case something becomes available. Please contact us if your schedule changes.

If you have any questions, please call the Volunteer Services Department at 212-219-2527 x117 or email [volunteers@opencenter.org](mailto:volunteers@opencenter.org)

***Thanks so much for your interest in the Open Center!  
We couldn't do what we do here without our wonderful volunteer community.***