

## **Steps in Becoming a Haven Volunteer**

- ▶ Attend an Orientation Meeting. The Orientation Meeting is to acquaint potential volunteers with Haven, and what Haven volunteers do. An Orientation meeting can be scheduled at your convenience.
- ▶ Complete an Application to Become a Haven Volunteer
- ▶ Provided three references. Provide, name, addresses, phone numbers and email. (Using emails helps speeds up the process.)
- ▶ Have a personal interview.
- ▶ Attend a 30-hour training course. (Monday, Wednesday and Friday for two consecutive weeks)
- ▶ Commit to one year of service on the phones at Haven. (A minimum of 2 2/3 hours weekly – Monday through Friday during the hours of 9:30am to 12:00 Noon – or 12:00 Noon to 2:30 p.m.
- ▶ Attend in-services, presentation, workshops at Haven on subjects relevant to our work.

Haven has a training class about once a year, depending on how many applications we have received. We will gladly talk with you and answer any questions that you have. Please call us at 703-941-7000 or email us at [havenofnova@verizon.net](mailto:havenofnova@verizon.net).