



Volunteer Writing Workshop Facilitator Information & Training Application

Please read the following information prior to completing and submitting your application. If you have any questions about facilitation, the training or this application, give us a call at 503-796-9224.

Write Around Portland

Write Around Portland runs volunteer-facilitated ten-week writing workshops for adults and youth in hospitals, schools, treatment centers, prisons, low income housing buildings, homeless shelters, senior centers and social service agencies. The workshops are based on our values: respect, writing and community. We also organize readings where participants share their writing with the greater community and publish anthologies of participants' writing.

Our Workshops

Write Around Portland's writing workshops are generative, participant-centered and are based on experiential learning. The workshops foster community-building through writing. Our workshop curriculum focuses on both generating new writing and developing or revising that writing. The curriculum and our workshop model are flexible to meet the particular needs and interests of a given workshop group.

Workshop Facilitator Role and Requirements

The success of our writing workshops, readings and anthologies is made possible by a talented, trained corps of volunteer workshop facilitators dedicated to building community through writing. Volunteers are central to our program's success and act as "the face of Write Around Portland" to workshop participants, our Agency Partners and the public. We provide ongoing support and supervision to facilitators throughout the workshop to ensure that it is a positive experience for both participants and facilitators.

In our workshops, facilitators write alongside participants through a series of timed freewrites and positive, strength-building feedback. Workshop participants write stories, poems, memoirs, letters and essays, while experimenting with imagery, character development, writing in different voices, dialogue and poetry. Participants, including the facilitator, share their writing and give and receive positive feedback to grow as writers and build a respectful community. You can learn more about our workshop model and programs on our website, writearound.org.

Once trained, facilitators volunteer approximately 5-6 hours per week during the workshop period, which includes facilitating the two-hour workshop session. In addition, volunteers attend facilitator meetings and the book release party/reading at the end of the workshop. Our seasonal workshop networks run in the Spring (February – April) and Fall (September – November).

Facilitator Training

Write Around Portland provides two high-quality, 27-hour trainings each year for qualified volunteers who are interested in facilitating our writing workshops. The trainings are typically held on evenings and weekends over a 3- to 4-week period. We train up to 12 volunteers per training.

The experiential trainings allow volunteers to gain a deep and practical understanding of our values and philosophies. Volunteers learn tools and strategies of successful facilitation, including how to create and sustain a safe community in which to write and share, managing group dynamics and adapting the workshop to meet the needs of individuals and groups. Volunteers also practice modeling successful, creative workshop facilitation.

Training Applicant Requirements

We are seeking applicants who believe in Write Around Portland's mission, share our values and reflect the full diversity of our community. Applicants must:

- volunteer with us prior to applying to the facilitator training. Before volunteering, interested candidates must complete a volunteer application (separate from the training application) and orientation.
- have the ability and commitment to work respectfully with people who are living on very low incomes, experiencing isolation or those who may otherwise face barriers to writing in community.
- have the time, commitment and ability to actively participate in the full 27-hour facilitator training as well as facilitate a full 10-week Write Around Portland community writing workshop.
- pass a criminal background check.
- follow all Write Around Portland policies and procedures.
- be at least 21 years old.

We are also seeking applicants with the following qualities and characteristics:

- Warmth, friendliness and genuine interest in the well-being of others and their growth as writers
- Flexibility and ability to adapt to groups' and individuals' changing moods, energies and needs
- Solid, demonstrated connection to Write Around Portland as a volunteer, donor, participant, ally; commitment to continuing that connection in a substantial and meaningful way, ideally for the long term
- Comfortable working closely with new people and people with diverse backgrounds, health statuses, income and education levels, etc.
- Ability to create and maintain personal, professional and organizational boundaries
- Attention to detail, commitment to meeting deadlines and ability to handle a significant amount of paperwork

Please note: To meet the demand for our workshops in Spanish and other languages, we are especially interested in applicants who are bilingual. Individuals with experience in writing groups or workshops, a history of community involvement and volunteerism and/or group facilitation are encouraged to apply, although these are not requirements.

Important notes regarding the training application process:

- Write Around Portland is grateful for the significant interest in our workshops and the large numbers of individuals who apply to be trained as workshop facilitators each year. However, we are limited in the number of applicants we are able to accept. We try to make the best possible matches of facilitators and specific workshops, and, therefore, our selection process may reflect less upon a specific applicant than on the needs of our organization, agency partners, participants or workshops.
- To run our nearly 50 workshops per year, we need a large pool of previously-trained and newly-trained volunteers. Therefore, we are limited to training only those individuals who are strongly interested in and capable of facilitating workshops with and for Write Around Portland. We are unable to train individuals who do not intend or do not have the time to facilitate workshops with and for our organization. Because of the careful choices we must make as a small nonprofit organization with limited resources, we ask that potential applicants take the same care in choosing whether or not to apply for our training.
- We genuinely appreciate every applicant's interest, and we welcome and encourage you to participate in other volunteer activities in our organization, whether or not you are accepted into the facilitator training.
- Active participation in *every* training session is mandatory to successfully complete the training. Please contact us for training dates and times to compare your schedule and ensure your availability.
- Completed applications are due in our office by the specified application deadline. Applications received after that time will not be considered. If the applicant requests, we will consider the late application for the following training. We accept applications via email, US mail, fax or in person at our office.

Thank you so much for your interest in Write Around Portland! We look forward to receiving your application, and we will contact you about next steps in the application process at that time.



Volunteer Workshop Facilitator Training Application

Name:			Date:	/ /
	<i>First</i>	<i>Last</i>		
Address:				
	<i>Street Address</i>		<i>Apartment/Unit #</i>	
	<i>City</i>		<i>State</i>	<i>Zip Code</i>
Phone:	() -	Email Address:		
Birthdate:	/ /	Occupation:		Employer:

1. When and how did you first learn about Write Around Portland?	<i>[If an individual told you about us, include that person's name.]</i>
2. Are you willing and able to commit to a minimum of 4-5 months of volunteering with Write Around Portland, which includes active participation in our 27-hour training, passage of a criminal background check, 2 hours/week for a 8-10 week workshop, prep time, two follow-up meetings and attendance at the community reading at the end of the workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. When would you most likely be able to facilitate a workshop? <i>[Check all that apply.]</i>	<input type="checkbox"/> February – April <input type="checkbox"/> June – August <input type="checkbox"/> September – November <input type="checkbox"/> Weekday mornings <input type="checkbox"/> Weekday afternoons <input type="checkbox"/> Weekday evenings <input type="checkbox"/> Weekends* <i>*We rarely hold weekend workshops. If this is your only availability, this role may not be the best fit for you. Please call us to discuss other volunteer options.</i>
4. If selected as a workshop facilitator, what form of transportation will you use to travel to and from the workshop location? <i>[Check all that apply.]</i>	<input type="checkbox"/> Car <input type="checkbox"/> Bike <input type="checkbox"/> Bus/MAX <input type="checkbox"/> Other:
5. Do you have written and verbal fluency in a language other than English? <i>[Specifically, would your level of fluency allow you to comfortably facilitate a 8-10 week, 2 hours/week workshop in a language other than English?]</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes – language(s):
6. Do you have some level of experience in a language other than English that is less than the fluency described above?	<input type="checkbox"/> No <input type="checkbox"/> Yes – language(s):
7. What is your previous experience with Write Around Portland? <i>[Check all that apply.]</i>	<input type="checkbox"/> Volunteer <input type="checkbox"/> Donor <input type="checkbox"/> Workshop participant [Which one(s)?] <input type="checkbox"/> Other:
8. Where are you able to facilitate workshops? <i>[Check all that apply.]</i>	<input type="checkbox"/> Washington County <input type="checkbox"/> Multnomah County <input type="checkbox"/> Clackamas County <input type="checkbox"/> Other:

Essay Questions 9-14:

- Provide details and use *as much space as you need* to fully answer these questions.
- **If you are typing directly into this document:** The spaces after these questions expand as you type.
- **If you printed this document and are completing it by hand:** Do not write your answers in the spaces below. Recopy these questions onto a separate sheet of paper to give yourself space to complete these essay questions.

9. Why are you interested in being a volunteer workshop facilitator with Write Around Portland?

10. Describe your current or previous volunteer and/or professional social service experience.

11. What makes an environment safe for writing and sharing? Include specific qualities, actions, tools, or other factors in your answer.

12. What role does writing play in your life? Please describe that role and your interest in writing. You may wish to include descriptions of your writing practice and/or any past or current writing projects.

13. What experience, if any, have you had as a facilitator or leader of writing workshops or other groups?

14. Since 1999, we have partnered with more than 200 agencies, schools and organizations to hold workshops for the adults and youth they serve. Populations we have worked with include: Adults and seniors living on a low income; LGBTQ youth and seniors; adults with disabilities; adults in recovery from addictions; adults living with mental illness; women who are survivors of domestic violence; adults living with chronic illness; men in jail or prison; women in jail or prison; “at risk” youth, including teen parents, youth in the juvenile justice system; and adults and youth who are experiencing homelessness. For a list of our agency partners and populations, visit our website, writearound.org.

Do you have a particular interest in or experience working with any of the above (or other) populations? List the population(s) and explain. *[Note that we cannot guarantee volunteers will be paired with a specific agency or population.]*

15. Provide two professional references who can speak about your experience, skills and qualifications for this particular role. Professional references do not include partner or spouse, friends or family members.

1. Name: Relationship to you: Phone: () -

2. Name: Relationship to you: Phone: () -

16. Include a current copy of your resume with this application.

Submit your completed application and resume by 5pm on the deadline date one of the following ways:

1. Email as an attachment to: volunteer@writearound.org with “Workshop Facilitator Application” in the subject line
2. Mail or drop off your application: Write Around Portland, 133 SW 2nd Ave, Suite 304, Portland, OR 97204
3. Fax to: 503-295-7767

Signature:	<i>Your electronic signature indicates that you have read and understand the facilitator information and application and that the information you provided is true and accurate.</i>	Date:	/ /
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