



## **VOLUNTEER OPPORTUNITIES AVAILABLE AT QUEENS COLLEGE PSYCHOLOGICAL CENTER**

The Queens College Psychological Center (QCPC) is a “safety net” clinic dedicated to providing low- and no-cost mental health care to children, adolescents and adults. The clinic offers psychological evaluations, individual, group, family and couples psychotherapy, counseling services, and a variety of group-based interventions including social skills training for children. Each Semester, QCPC selects a few energetic, creative, and mature undergraduate students interested in mental health and public psychology to volunteer at the clinic.

**Responsibilities include:** Creating psychoeducational programs and enrichment activities for children, developing and implementing promotional activities, participating in community awareness efforts, helping patients fill out forms and measures, creating patient educational handouts, assisting with identifying resources for patients, reading to and playing with children awaiting appointments, engaging children in artistic activities in the waiting room, assisting doctoral students and faculty as needed, and helping with other daily tasks (xeroxing, answering phones, filing) at the clinic.

**Opportunities:** As QCPC Clinic Volunteers, undergraduates may have the opportunity to observe clinic meetings (e.g. case conferences), engage in mental health/psychology activities and as appropriate shadow psychologists and doctoral students in their everyday clinical work. This is an excellent opportunity for students who are interested in psychology/mental health professions to experience a behavioral health environment and gain a greater understanding of clinical work.

The most rewarding reasons to volunteer cannot be measured. Volunteers get to help other people and see the impact it has on them. Volunteering can help you gain valuable experience, get out of your comfort zone, learn new skills, and meet others who share the same values and interests. Other benefits include building leadership skills, learning about your potential, exploring new interests, and developing contacts in the mental health field.

**Qualifications:** Students' qualifications for acceptance as a volunteer are based on the criteria below:

- Students are required to be a Psychology major with at least 12 credits completed in psychology. Due to the limited number of positions, preference will be given to juniors and seniors. Freshmen and sophomores are welcome to apply and may be awarded a position if available.
- Students are required to have an overall GPA of 3.0.
- Students would have to be able to commit to at least 4 hour per week (between the hours of 8 AM - 6 PM, Mondays - Thursdays).
- Students are required to meet with the director for an interview to discuss their interest in volunteering.

**Application Procedure:** To apply for a volunteer position at QCPC, please complete and email the “QCPC Application for Volunteer Position” and a letter of reference to Dr. Caro at [yvette.caro@qc.cuny.edu](mailto:yvette.caro@qc.cuny.edu).

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**QUEENS COLLEGE PSYCHOLOGICAL CENTER**  
**Queens College**  
**Department of Psychology**  
 Queens Hall, Suite 170  
 718.570.0500

**Application for Volunteer Position**

Last Name:	
First Name:	
Date of Birth:	
Date of Application:	
Local Address:	
Cell Phone:	
Home Phone:	
Email Address:	
Year @ QC	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Other
Major [if known]:	
GPA:	

Previous volunteer or paid experience (include key responsibilities). You may attach a resume instead.	<input type="checkbox"/> Please see attached resume <input type="checkbox"/>
Why are you interested in applying for a volunteer position at QCPC?	
Brief Personal Statement: Answer this question as if someone had asked you, "tell me something about yourself."	

Special skills, talents, or special interests.	<input type="checkbox"/> Fluent in a Foreign Language(s) specify (read, write, speak) :  <input type="checkbox"/> Graphic design: <input type="checkbox"/> Videography: <input type="checkbox"/> Computer Skills <input type="checkbox"/> Web Design <input type="checkbox"/> Other: <input type="text"/>
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When would you be available to start?

What would be your expected end date?

Please write in specific days and/or times you would be available if known:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Please <b>rank order</b> the most convenient times for you to come to QCPC for an interview.					
1= most convenient	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

How did you hear about our volunteer program:	
Additional Comments:	

**Please review these important details regarding volunteering at QCPC:**

Volunteers provide highly important services at QCPC and are depended upon to carry out their responsibilities in order to ensure the highest quality of services for our patients. As such, volunteers are expected to:

- Be interested in mental health/psychology, responsible, eager to learn, open minded, sensitive and flexible.
- Commit to at least 4 hour per week (during the hours of 8 to 6 weekdays), and attend punctually and regularly. Give ample notice of planned absences and contact the clinic Director as soon as possible in regard to an emergency absence.
- Dress appropriate to the setting
- Maintain confidentiality. Confidentiality is of the utmost importance and is critical to preserving the dignity and welfare of our patients. All information (verbal, written, or computerized) concerning clients and their families, is to be held in the strictest confidence and discussed only among those involved in providing assistance. Because of the significance of confidentiality, all volunteers are required to sign a confidentiality agreement, and, compliance with that agreement is a condition of the volunteer's participation at QCPC. Information about confidentiality and its importance for QCPC volunteers will be included in the volunteer training program. A copy of the signed confidentiality agreement will be kept on file.
- If applicable: understand that a volunteer will need to have accrued a minimum of 50 volunteer hours in order for the Director to provide a letter of reference (for graduate school/other applications). This such, that letters can meaningfully reflect the volunteers experience, aptitudes and performance at the clinic.
- Volunteer input regarding the development of volunteer policies and general clinic procedures is encouraged and valued. All policies and guidelines pertaining to volunteers are documented and clearly communicated to volunteers and staff. Volunteers are treated respectfully and encouraged to take advantage of opportunities to grow and learn from their experiences at QCPC.

**I have read the material noted above and my signature below indicates understanding and agreement with the terms described.**

**Signature (if completed electronically type in name)**