

QUAN YIN HEALING ARTS CENTER

965 Mission Street SF CA 94103

415 861 4964 FAX 415 644 0614

qyhac@aol.com

WWW.QuanYinHealingArts.org

Dear Applicant,

Thank you for your interest in volunteering at Quan Yin Healing Arts Center. We believe that giving a part of yourself to heal others can be a very fulfilling experience.

Volunteers are the foundation of our healing community. The Quan Yin Volunteer Program is valued by clients as well as staff. We are very careful to select those people who seem best suited to activities required of our volunteers and work hard to insure that they are well-trained and supported.

Our volunteer clinic assistant's duties include:

- Providing light massage to patient after acupuncture treatment
- Changing sheets in the treatment room
- Maintaining the supply station
- Lifting heavy bags of laundry from time to time
- Vacuuming the treatment room occasionally and overall clinic consciousness
- Working with a wide range of clients, from people who are very healthy to those who are very ill
- Applying health therapies and other techniques as requested
- Providing administrative assistance as needed
- Providing support for custodial up keep, supply inventory, assisting in mailings and other task as needed

In order to provide consistency for our clients and maintain a successfully coordinated volunteer program, we require a time commitment of 3-4 hours each week, or every other week, for at least six months. Many of our volunteers continue with us much longer. We

realize that people's schedules do change; however, please think realistically about what you can contribute. We want to be sure that a volunteer position with Quan Yin Healing Arts Center works for the clinic and for you. Flexibility and communication is the central core of the volunteer team.

Since we are a community clinic, a yearly tuberculosis clearance test is required prior to volunteering. If you do not have one we can advise you of free or low cost clinics.

If you have any questions, feel free to call. We look forward to speaking to you and having the opportunity to meet and discuss your interest in the volunteer program.

Yours in Health,

The Team at Quan Yin Healing Arts Center

**QYHAC VOLUNTEER APPLICATION – Clinical Assistant**  
(revised 8.2010)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Work/other phone \_\_\_\_\_

Email Address \_\_\_\_\_ Birthday \_\_\_\_\_  
(month/day only)

Where is the best place to contact you? \_\_\_\_\_

What time of day? \_\_\_\_\_

Emergency contact/relationship \_\_\_\_\_ Phone \_\_\_\_\_

Place of current employment or job. Please describe including schedule, etc.

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

How long have you worked there? \_\_\_\_\_



\*Please tell us about your formal massage training or informal experiences in giving massage & any other skills or areas of expertise

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**References — Please list 3 people not related to you whom you have known for at least one year.**

Name	Relation/Business	Years known	Phone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Please indicate when you are available to volunteer. Times are approximate.**

	10:30 am-2 pm	2pm-5pm	5pm-8pm
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
10am-1pm	1pm – 4pm		
Saturday	_____	_____	

**Also, list days and times that you are available for a four hour acupuncture assistant training.**

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**Are you fluent in more than one language? Please Specify.**

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