

Volunteer Job Description

Position Title: Direct Service Volunteer

Assignment: Safe Harbor Child Advocacy Center

Term of Appointment: one year

Commitment: 8 hours per week

Definition:

Working under the supervision of the Executive Director, the Direct Service Volunteer will interact with clients while they await services and complete other tasks as assigned by the Executive Director.

Duties and Responsibilities:

1. Understand confidentiality and the personal commitment to maintain confidentiality at all times; must sign a confidentiality statement.
2. Establish rapport and create comfort level with child and accompanying adult.
3. Supervise playroom activity.
4. Interact with children while they await services at Safe Harbor Child Advocacy Center, including playing, reading, arts and crafts, and providing snacks.
5. Other duties as assigned by the Executive Director.

Desired Knowledge, Skills, and Abilities:

1. Commitment of time, interest, and energy to fulfill expectation of Safe Harbor Child Advocacy Center.
2. Good human relations skills and the willingness to be objective.
3. Willingness to receive guidance and direction.
4. Sensitivity to cultural/ethnic differences.
5. Ability to formulate and maintain an independent position throughout the assignment.
6. Ability to communicate both verbally and in writing.

Minimum Qualifications:

1. Must be 18 years of age – minimum.
2. Complete (pass) a background check conducted by Child Protective Services (CPS) and law enforcement.
3. Willingness to work within the guidelines, policies, and standards of Safe Harbor Child Advocacy Center.
4. Ability to work well either alone or as part of a team.