



## **Volunteer Positions**

### **Office Volunteer**

Assists The S.A.F.E. Center staff in providing services by helping maintain various office functions

#### **Responsibilities and Duties**

1. Greet visitors and direct them to appropriate staff
2. Perform office clerical work including preparation of mailings, typing, and filing
3. Assist with tracking office inventory
4. Assist donors by accepting in-kind donations and providing receipts
5. Assist with the sorting, inventory, and distribution of in-kind donations
6. Perform other duties as requested by The S.A.F.E Center

### **Children's Group Volunteer**

Assists The S.A.F.E Center staff in providing services to children by working directly with them at children's support group, the office, and/or the shelter, and by supporting other activities

#### **Responsibilities and Duties**

1. Work with children attending children's group sessions
  - a. Assist the Children's Group Coordinator during the one hour children's group once a week
  - b. Lead activities for children or generally assist children with organized activities
  - c. Model proper manners, open communication, and social skills
  - d. Assist children in becoming independent and self-confident
  - e. Praise the children and work toward building their self-esteem
2. Document children's verbal and nonverbal behaviors/responses/physical identification factors as an issue arises, and report any documentation to staff, assist in formulating a plan for reporting to authorities, and report suspected abuse or neglect
3. Attend volunteer meetings as scheduled
4. Perform other duties as requested by The S.A.F.E Center staff

### **Outreach Volunteer**

Assists The S.A.F.E Center staff in preparing outreach material and distributing material at outreach events and in The S.A.F.E. Center's service area

#### **Responsibilities and Duties**

1. Distribute flyers that contain The S.A.F.E Center information within The S.A.F.E. Center's service area
2. Participate and table at community and organizational events to promote The S.A.F.E Center and it's services

3. Assist the Outreach Advocate with preparing material for outreach events
4. Prepare materials for The S.A.F.E Center's annual fundraisers
5. Perform other duties as requested by The S.A.F.E Center

### **Shelter Volunteer**

Assists The S.A.F.E Center staff in providing services by helping with shelter tasks and duties

#### **Responsibilities and Duties**

1. Interact with clients who are living at shelter
2. Assist with the tracking of inventory at shelter
3. Assist with grocery shopping for shelter clients
4. Assist with the maintenance and upkeep of shelter
5. Perform other duties as requested by The S.A.F.E Center

### **Moving Volunteer**

Assists The S.A.F.E Center staff with moving large furniture items and hauling donations

#### **Responsibilities and Duties**

1. Assist with moving, loading, and unloading large furniture items (such as beds, dressers, and couches) to client's homes from the office
2. Assist the Shelter Manager with transporting housing and furniture items to and from shelter
3. Assist with hauling excess donations from the office
4. Assist with transporting large furniture donations to and from the office
5. Perform other duties as requested by The S.A.F.E Center

### **Minimum Qualifications (for all positions):**

1. Must possess a good moral character and clear background check
2. Must have a desire to work with a diverse population
3. Good listening and communication skills
4. Ability to maintain confidentiality at all times
5. Ability to efficiently organize activities and time
6. Ability to maintain on-going contact and communication with staff
7. Participation in and completion of required training
8. Adherence to The S.A.F.E. Center Volunteer Personnel Policies & Procedures
9. Commitment in time and attitude towards the philosophy of The S.A.F.E. Center
10. Ability to stoop, bend, and lift at least 50 pounds periodically

A review of this description has excluded the marginal functions of the position. All duties and requirements are essential job functions and are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to health and safety of themselves or others. This job description in no way states or implies that these are the only duties to be performed by the volunteer occupying this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" volunteer relationship.