

## **VOLUNTEER JOB DESCRIPTION**

<b>Position title:</b>	<b>Clothes Closet Program Volunteer</b>
<b>Assignment:</b>	Safe Shores—The DC Children's Advocacy Center (DCCAC)
<b>Reports to:</b>	Victim Services Coordinator (VSC)
<b>Commitment:</b>	Hours of commitment to be arranged with Victim Services Coordinator

### **Responsibilities of Position:**

- Sort, wash and organize donated clothing
- Compile Foster Care Take-Away bags and toiletry bags for children
- Maintain organization of Clothes Closet
- Maintain inventory system of Clothes Closet
- Aid in Clothes Closet inventory exchange (at beginning of spring/summer and fall/winter seasons)
- Assist Victim Services staff in tasks related to annual drives
- Communicate to Victim Services Coordinator when clothing or take-away bag inventory is low
- Refrain from client contact or handling of client records

### **Requirements for Position:**

- Must be 18 years of age
- Complete a volunteer application
- Attend a volunteer screening interview with the Victim Services Coordinator
- Sign a release for background checks to be performed on your behalf by the DCCAC
- Attend and complete an orientation training by the DCCAC
- Must be able to volunteer during normal business hours, Monday through Friday
- Understand confidentiality and the personal commitment to maintain confidentiality at all times
- Sign a confidentiality statement
- Sign a Volunteer Commitment form and adhere to all statements made therein
- Maintain a Record of Volunteer Service Hours and submit record monthly to Victim Services Coordinator

### **Qualifications of Position:**

- Willingness to work within the guidelines, policies, and standards of the DCCAC
- Commitment of time, interest, and energy to fulfill expectations of the DCCAC
- Willingness to receive guidance and direction
- Willingness to be closely supervised by DCCAC staff
- Ability to work as part of a team
- Good organization skills
- Sensitivity to cultural/ethnic differences