

VOLUNTEER JOB DESCRIPTION

Position title:	Special Projects Volunteer
Assignment:	Safe Shores—The DC Children's Advocacy Center (DCCAC)
Reports to:	DCCAC supervising staff member
Commitment:	Hours of commitment to be arranged with the volunteer's supervisor

Responsibilities of Position:

- Assist DCCAC staff and other volunteers with special projects as needed
- Collaborate on and/or complete other special projects as assigned
- Refrain from client contact or handling of client records

Requirements for Position:

- Must be 18 years of age, with a valid Social Security Number
- Complete a volunteer application
- Attend a volunteer screening interview with the coordinating DCCAC staff person
- Sign a release for background checks to be performed on your behalf by the DCCAC
- 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 be closely supervised by DCCAC staff
- Willingness to receive guidance and direction
- Ability to work as part of a team
- Good organization skills
- Sensitivity to cultural/ethnic differences
- Agreement to have police record check (and further background record checks if deemed necessary by Victim Services Coordinator)