

VOLUNTEER JOB DESCRIPTION

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| Position title: | Youth Activity Program Volunteer |
| Assignment: | Safe Shores—The DC Children's Advocacy Center (DCCAC) |
| Reports to: | Victim Services Coordinator (VSC) |
| Commitment: | Hours of commitment to be arranged with the Victim Services Coordinator |

Responsibilities of Position:

- Welcome/greet clients and their families upon arrival to the DCCAC
- Assist the parent/guardian/caretaker/professional in completing the required paperwork for all clients
- Establish rapport and create comfort level with child(ren) and accompanying adult
- Introduce parents/guardians to Victim Services staff for discussion of support and social service resources available to their children and them
- Supervise playroom activity
- Interact with children while they await services at the DCCAC (including playing, reading, arts and crafts), provide meals/snacks, and escort children to the restroom
- Create "craft kits" for child clients (20-30 minute projects with all necessary items prepared and included)
- Maintain playroom order by sorting through toys, disposing of toys in poor condition, and recommending replacements to Victim Services Coordinator
- Assist Victim Services & Clinical staff/multidisciplinary team members in the coordination of client services, as needed

Requirements for Position:

- Must be 18 years of age, with a valid Social Security Number
- Complete a volunteer application (including providing 3 references)
- 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 a volunteer orientation training by the DCCAC
- Must be able to volunteer for 4-5 hour shifts during normal business hours
- 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
- Good human relations skills and the willingness to be objective
- Commitment of time, interest, and energy to fulfill expectations of the DCCAC
- Willingness to receive guidance and direction
- Ability to work as part of a team
- Sensitivity to cultural/ethnic differences
- Agreement to have police record and background record checks