

## **VOLUNTEER JOB DESCRIPTION**

<b>Position title:</b>	<b>Youth Activity 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:**

- 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
- 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
- Provide a tour to parents/guardians of the DCCAC and answer any questions they have about the CAC process
- Coordinate client services as needed with clinical staff/multidisciplinary team members
- Introduce parents/guardians to Victim Services Coordinator for discussion of support and social service resources available to their children and them
- Maintain playroom order by sorting through toys, disposing of toys in poor condition, and recommending replacements to Victim Services Coordinator
- Create "craft kits" for child clients (20-30 minute projects with all necessary items prepared and included)

### **Requirements for Position:**

- Must be at least 21 years of age
- 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 an 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

