



POSITION TITLE: Family Support Volunteer

SUPERVISOR: Volunteer Coordinator

BASIC FUNCTION: Volunteers provide support to children and their families who visit Safe Passage and may be asked to assist Safe Passage Staff with projects and tasks.

COMMITMENT: Flexible – One - 4 hour shift per week.
Shifts are typically 9am-1pm, 11am-3pm, or 1-5pm

PURPOSE OF POSITION: To welcome families and professionals to Safe Passage and assist the Staff to provide a child-friendly, private, comfortable and supportive environment for child victims of abuse.

BASIC REQUIREMENTS:

1. Complete application and provide three telephone references as stipulated.
2. Be eighteen (18) years of age or older.
3. Possess no felony convictions, nor be listed on the Central Registry for Child Protection.
4. Must understand confidentiality and the personal commitment to maintain confidentiality at all times. Must sign a confidentiality statement.
5. Participate in a pre-service interview with the Volunteer Coordinator.
6. Have access to reliable transportation and to telephone.

SKILL/ABILITY REQUIREMENTS:

1. Keep all meetings and volunteer shift commitments as agreed upon.
2. Ability to establish rapport and create comfort level with child and accompanying non-offending caregiver.
3. Conduct oneself in a professional manner at all times when representing Safe Passage.
4. Maintain a positive and accepting demeanor when relating to others of varying backgrounds and life circumstances.
5. Keep confidential all information pertaining to clients and cases.
6. Ability to communicate both verbally and in writing.
7. Willingness to volunteer within the guidelines, policies and standards of Safe Passage.

DUTIES:

1. Provide support to children and their families who visit Safe Passage. Typical duties may include greeting and answering questions for families as they arrive at Safe Passage.
2. Providing age appropriate and companionable playroom supervision, providing snacks and playroom cleanup.
3. Becoming the obvious, visible presence in the waiting area for children and families.
4. Other tasks may include, copying, shredding, helping with mailings, assembling parent books, or assisting with general clerical duties.
5. There are several miscellaneous duties which need to be completed to help keep Safe Passage functioning smoothly. These duties may include, but are not limited to painting, stocking food and drink, sanitizing toys and sweeping entryways.