

**Women's Resource Center of
Northern Michigan**

VOLUNTEER JOB DESCRIPTIONS

Volunteers must be open minded to differing personal values and possess sensitivity to the dynamics of domestic abuse and sexual assault. In order to provide the best support possible, the WRC asks any potential volunteers who have utilized domestic abuse/sexual assault program services to wait six months before applying to volunteering.

Workdays and times are flexible for all positions. Volunteer duties and responsibilities include:

Advocate – Safe Home

Volunteers assist in staffing the Safe Home, which houses survivors of domestic abuse and sexual assault, Monday through Friday evenings. A commitment of at least once a month is required. Volunteers have direct contact with families staying in the Safe Home.

- handle crisis/information calls, take phone messages, place outgoing calls, answer doors.
- document all crisis/information calls and any incidents occurring at Safe Home. Contact on call worker when necessary.
- facilitate needs for women and children in Safe Home.
- interact regularly with residents.
- complete volunteer forms at the end of each shift.
- facilitate compliance with all Safe Home rules and guidelines.
- maintain security and safety of Safe Home.
- notify staff in writing of any health/safety concerns.
- adhere to all rules, policies and procedures as set forth by the DA/SA program and the WRC.
- be able to lift up to 40 pounds and climb stairs.

Children's Program Assistant – Safe Home

Volunteers assist in staffing the Safe Home, which houses survivors of domestic abuse and sexual assault, Monday through Friday evenings. A commitment of at least once a month is required. Volunteers have direct contact with families staying in the Safe Home.

- assist with creative activities for children staying at the Safe Home.
- supervise in-resident and not-in-resident children during support group meetings.
- complete volunteer forms at the end of each shift.
- facilitate compliance with all Safe Home rules and guidelines.
- maintain security and safety of Safe Home.
- notify staff in writing of any health/safety concerns.
- adhere to all rules, policies and procedures as set forth by the DA/SA program and the WRC.
- be able to lift up to 40 pounds and climb stairs.

Safe Home Coordinator Assistant – Safe Home

- assist with various housekeeping tasks.
- complete volunteer forms at the end of each shift.
- facilitate compliance with all Safe Home rules and guidelines.
- maintain security and safety of Safe Home.
- notify staff in writing of any health/safety concerns.
- adhere to all rules, policies and procedures as set forth by the DA/SA program and the WRC.
- be able to lift up to 40 pounds and climb stairs.

Sales Clerk – Gold Mine Resale Shop

Volunteers assist in staffing the Gold Mine Resale Shop Monday through Saturday during business hours (9:30am – 5:30pm).

- assist with retail sales work, operate cash register and interact with customers.
- complete volunteer forms at the end of each shift
- facilitate compliance with all Gold Mine rules and guidelines.
- be mindful of safety and security issues at all times.
- notify staff in writing of any health/safety concerns.
- adhere to all rules, policies and procedures as set forth by the Gold Mine and the WRC.
- be able to lift up to 40 pounds and climb stairs.

Maintenance/Repair Services – Safe Home and Gold Mine Resale Shop

- assist with maintenance/repair projects.
- complete volunteer forms at the end of each shift.
- be mindful of safety and security issues at all times.
- notify staff in writing of any health/safety concerns.
- adhere to all rules, policies and procedures as set forth by the DA/SA program and the WRC.
- be able to lift up to 40 pounds and climb stairs.

Specialty Positions – Safe Home

Do you have a special skill or area of expertise that you are willing to share? For example; hairstyling, manicures, etc. We're interested in discussing these opportunities for our Safe Home residents.