



the center
for violence-free relationships
education | advocacy | services

SVU

SPECIAL VOLUNTEER UNIT

Volunteer Opportunities

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www.thecenternow.org



Programs & Services at The Center

Program	Description	List of Volunteer Opportunities
Client Services - Peer Counselor	This is the largest department at The Center that oversees all services to clients who have been affected by domestic violence and/or sexual assault. These clients identify as survivors or as family/friends of survivors. Serves 2,000 clients annually.	Counseling, Client Advocacy, Legal & Shelter Screens, Domestic Violence Group, Crisis/Support Line
Client Services - Shelter	The shelter is a five bedroom home with a 13-bed capacity where clients are able to rebuild their lives after escaping violent relationships. With a 60 day stay, clients are empowered to build a plan and follow-through steps toward reaching their goal toward <u>violence-free living</u> .	Counseling, transporting clients to appointments, food bank ordering & pick up, food rotation, child care for mom's leisure and appointments, life skills counseling, <u>gardening, minor repairs, play.</u>
Legal	The Center's legal department assists clients through the legal system. We support clients through dissolution(divorce), custodial issues, mediation, and criminal justice support.	Accompany and advocate for clients in court. Assemble legal packets to be dispersed to clients as needed. Support Attorney & Advocates as discussed.
Positive Solutions-MAAP/CAP	Positive Solutions is an umbrella term for various intervention and prevention programs. MAAP/(Men's alternative to abusive patterns) and CAP (Women's changing abusive patterns) programs are 52-week mandated programs for violators arrested for domestic violence and similar charges. Many participants have been choosing to attend on their own volition. These classes are a great way for a couple to both learn the same skills of NVC and work out of similar toolboxes using the same techniques.	Facilitator - Volunteers would make copies of handouts, help set up the group room, greet participants as they come into the premises and collect weekly fees and document client efforts in ETO, tracking participation efforts and attendance.
Positive Solutions-NVC	NVC (non-violent communication) is a language of the heart, otherwise known as 'giraffe language'. Practicing NVC means simply observing, getting in touch with feelings, needs, and learning to give and receive requests. The Center offers various workshops throughout the year that are NVC based: Parenting workshops, Introduction to NVC, Peace in the Family, and Warriors for Peace.	The Volunteer for the NVC practice group workshops would help with administration, make copies of handouts, help set up and disassemble group rooms, greet people as they arrive, collect money, filing, printing certificates, data entry, sending emails and newsletters, creating informational fliers, brochures and pamphlets for all the events as they occur, plan events.
Community Education	The goal of this department is to prevent violence and sexual assault before it begins. The Center's Prevention and Community Education Programs see violence as a continuum of behaviors instead of single, isolated event. Violence is not inevitable and can be prevented by making changes to social norms. The key to our comprehensive strategy to prevent violence is our primary prevention work focusing on youth and youth development utilizing the ecological model framework.	A volunteer in this department would help facilitate our many youth programs in different schools throughout the community and be an administrative assistant for the program.
Survivors Advisory	This group of volunteers consist of a panel of survivors that share and record their stories to change and influence organizational and community policies. This panel is a closed group and membership is on an 'invitation only' basis.	The volunteer would commit to attending one meeting with the group on first Wednesday of the month 6:00-7:30 pm
Board	The Center's Board consists of a diverse group of professional and local community members who support the mission of the Center with valuable time contributed and generous fund raising capacity. Inquiries about this opportunity may be directed to Julie Sena, the Executive Director's assistant.	The Board meets once and month and are present to support all events and Agency functions.
Front Office	The front office is the first point of contact. Our goal is to provide anyone who comes to The Center with a safe, clean, comfortable, supportive environment for clients, service providers, and community professionals.	A volunteer in this area would handle a multi-line telephone system, open the office 9-5 Monday through Friday, set, confirm, and cancel appointments, triage calls to appropriate parties, maintain the cleanliness and order of the lobby, assist clients with helping young children while parents seek services, and clerical duties.
Administrative Operations	A volunteer in this area is a virtual jack/Jane of all trades! The responsibilities in this role are varied and many. Fund raising, events planning and management, facilities management. This area is primarily mentored by the Operations Manger, including database management, grant reporting and compliance, facility maintenance, website maintenance, and assistance in the development of community reports and materials generated publicly.	The Volunteer would help plan and coordinate fundraising events such as our annual food, wine, and art auction; Walk a Mile in Her Shoes, our sexual assault awareness month event; Domestic Violence Awareness month activities; the Holiday Adopt A Family annual holiday event; third party fundraising efforts such as the Wiener dog races to help support our safe pet program.
Volunteer Coordination	The Volunteer department consists of 50 individuals, including board members. Last year volunteers contributed 6,600 hours to The Center. This department is responsible for the recruitment, training, management of all volunteers. Each year two 70 hour volunteer trainings are conducted and 10 training in-services.	A volunteer wanting to serve in this area would develop and build capacity of our SVU (Special Volunteer Unit). A volunteer could help support facilitating and organizing the two training sessions per year. Opportunities developer, administrative functions, Latina volunteer



CLIENT SERVICES - PEER COUNSELING

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Volunteer Opportunity	Role	Availability	Am I a good fit for this job?			
Peer Counselor / Advocate	Volunteer would receive clients through appointments. Advocacy for clients through teaching: empowerment, NVC, life skills, etc. Enter notes in digital performance management system, ETO. Make follow up calls. Screen clients for shelter and legal program.	M-F 9:00-5:00, night appt available upon request	Compassion and empathy, open mindedness, naturally intuitive.	To think outside of the box and offer empathy and crisis intervention. Computer literate, able to learn ETO.	Eager to learn new things; quick to discover, wants to help in the healing process	If you have been a mentor, confidant, listener, positive influence on another person this is for you!
Intake Counselor / Advocate	Volunteer would be available to take new client intake appts. Screen for appropriateness at The Center, triage immediate needs, educate on power over strategies and self care.	M-F 9:00-5:00	Compassion and empathy, open mindedness, good listener, naturally intuitive.	Ability to track people, places and things when listening to stories. Ability to follow protocols.	Is outgoing and good at getting to know people. Focused, can get at the heart of the problem.	Intake worker at medical facilities; personal data collection, i.e., census worker
Office Hours support line advocate	This volunteer would answer the support line during office hours as advocate for anyone calling the emergency crisis line.	M-F 9:00-5:00	Heart for helping people in crisis. Patience for keeping occupied while waiting for a call.	Listening skills; and crisis intervention skills. Can use a computer for ETO entry and look up	Is a listener who can devote all attention to being present for that person.	Customer service; telephone experience; data input; counseling; listener
Afterhours support line advocate	This volunteer would answer the support line after hours as advocate for anyone calling the emergency crisis line. Volunteer would always have staff backup.	5:00 pm--9:00 am M-F or 9:00-am-5:00 pm; or 5:00 pm-9:00 am on Saturday/Sunday shifts	Heart for helping people in crisis. Someone who loves to help and is reliable.	Has the ability to be on call and focus to take a call at anytime during shift. Ability to follow protocols and use a computer.	Is a listener who can devote all attention to being present for that person.	Customer service; telephone experience; data input; counseling; listener



CLIENT SERVICES - PEER COUNSELING

Client Services - Peer Counseling	This is the largest department at The Center that oversees all services to clients who have been affected by domestic violence and/or sexual assault. These clients identify as survivors or as family/friends of survivors. Serves 2,000 clients annually.	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?	
Volunteer Opportunity	Role	Availability	Am I a good fit for this job?			
Group Facilitator	Volunteer would support staff in leading survivor groups	Mondays 5-8; Tuesday pm 5:30-7:30, Wednesday am 10:00-12:00 noon	Compassion and empathy, open mindedness, naturally intuitive.	Ability to create ideas that will inspire clients to become engaged. Regular attendance	Kind, understanding, patient; likes to connect with other women.	Group Facilitation; teacher; sponsor; mentor
Counseling wing resource management	Volunteer would manage bookshelves - eliminate old materials that no longer serve our work. Maintain digital and hard copy handout file. Scan materials for digital use; organize counseling room file materials	M-F 9:00-5:00	Loves to create more space; likes to see efficient filing cabinets, both digitally and hard copy cabinets	To read and understand relevance of issues and to organize materials in terms of special search items	Likes to work independently; Inquisitive; open for new ideas	Librarian, facilities management
Support Line Resource Management	Volunteer would make sure that the 4 portable support line bags are fully stocked with program material, vouchers, resource list, listing of motel options, necessary release forms, SART & DV exam brochures.	M-F 9:00-5:00	Sensitive to confidential information; a heart for having the right tools to do the job; Likes to make things more functional!	To understand Center server to find materials; Ability to look at something to know what is missing;	Confident, likes to keep things stocked; Likes to work independently	Stocking clerk, lunchbox packer; printing and computer use
Latina Outreach	Volunteer would help translate materials and resources, conduct follow ups with Spanish speaking clients. Conduct counseling sessions with Spanish speaking clients.	M-F 9:00 - 5:00	Heart for helping the Latino community. Helping women in crisis with limited English fluency.	Must be able to speak Spanish. Understand the Latino community. Computer skills.	Is a listener who can devote all attention to being present for that person.	If you have been a mentor, confidant, listener, positive influence in the Latino Community.
Support Line Calendar scheduling	Enter staff and volunteer crisis line schedules onto Outlook Calendar	M-F- 9:00 am- 5:00 pm	Heart for attention to details; patience	Some level of computer literacy; Communicator	Someone who likes to work on their own and enjoys data entry.	Tracking daily activities
Counselors' assistant	This volunteer would assist counselors in entering progress information and notes from scheduled appointments in the database system, ETO.	M-F- 9:00 am- 5:00 pm	Sensitive to confidential information. Has a heart for data and documentation.	To read counselor notes and translate into ETO language for consistent data entry. To be able to type and complete forms online.	This role requires a person who does not mind repetition in completing form fields and data entry.	Computer operator; data entry.



SHELTER

Shelter	The shelter is a five bedroom home with a 13-bed capacity where clients are able to rebuild their lives after escaping violent relationships. With a 60 day stay, clients are empowered to build a plan and follow-through steps toward reaching their goal toward violence-free living.	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?
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Volunteer Opportunity	ROLE	Availability	Am I a good fit for this job?			
Group Coverage & Childcare	To either taxi clients to groups after hours, or to engage with children in home while moms are at group	Monday - 5pm-8pm; Tuesday evenings 5pm-8pm; Wednesday mornings 9am-1:00	Likes to play with children. Loves being impartial and fair to all; Likes to help a healing family.	Must be able to lift up to 30 lbs. Standing, sitting, and running if needed; Must have a clean driving record	Is a people person. Loves to help mothers and children.	Experience in a residential facility, childcare experience.
Life skills mentor	Teach clients simple basics of life; cooking, parenting; cleaning; job application processes; computer basics;	Anytime, set up with shelter counselors	Empathic, compassionate to people who are in chaos;	Must be computer friendly; know the basics of what they are reinforcing in clients	Patience; friendly; good listener; like kids; likes to cook; sew, arts and crafts; explore journaling	Life experience running a home and family. Computer friendly
Transporting clients	This volunteers likes to drive around and accomplish tasks with clients and their children; i.e. to appointments; kids to school, or bus stop; to and from ER at the hospital	Anytime, set up with shelter counselors	Someone who understands that not all people have vehicles and/or access to resources	Own a car to get to shelter; a clear license and agency insurable; knowledge of the community	friendly; patient; willing; prompt; law abiding.	Good driver; knows the roadways in our community; computer friendly.
Foodbank Pick-Up	Volunteer would pick up food bank items and help put them away with clients.	Thursdays 10 am - 12 pm.	Someone who like to help on a regular basis	Own a car to get to shelter; a clear license and agency insurable; knowledge of the community	Is a consistent person who wants to help every week.	Good driver; knows the roadways in our community; computer friendly.
Shelter Maintenance	This volunteer would help with maintaining the shelter facility. Tasks include: changing light bulbs, cleaning, yard work.	Anytime, set up with shelter counselors	This is a person who has a heart for make a house a home. Someone who like physical work.	Must be able to perform physical tasks. Must be able to lift, carry, stand.	This is a person who loves to help with the hardest of tasks.	Has maintained a house.



LEGAL ADVOCATE

Legal	The Center's legal department assists clients through the legal system. We support clients through dissolution(divorce), custodial issues, mediation, and criminal justice support.	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?
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Family Court	Volunteer assists with family court advocacy and accompaniment to hearings, mediations in dissolution, custody orders and restraining orders. Volunteers' job is to provide supportive presence, not to interact with the other part or interject. Volunteers can also be trained to work in the office as secretarial assistant to Family Law Advocate.	Must be available at least one two-to-four-hour block of time per week. Mostly Fridays and Tuesday or Wednesday mornings.	Has the heart to simple stand by someone who is hurting and afraid to face their abuser in court.	To be able to participate in substantial on-the-job training (shadowing) with the Family Law Advocate or experienced volunteer right at the courthouse. To be able to sit for long periods of time. Listen intently and record court orders	Patient and the ability to step back and take in the whole picture. Professional demeanor. Concentration for long periods of time. Is prompt and arrives on time. Not intimidated by paperwork and forms	Helps if you have experience with legal documents, particularly family court.
Family Law Secretarial Assistance	Volunteers can also be trained to work in the office as secretarial assistant to Family Law Advocate. Sorting documents, making copies, making legal files.	M-F 9:00-5:00	Has a heart for clean orderly paperwork and appreciates the details.	Ability to sit for a period of time; computer savvy; office machines	Enjoys working on your own. Has an attention to detail. Likes to complete tasks.	Clerical background helps
Criminal Court	Volunteers go to court and track criminal cases for Criminal Justice Advocate. They bring that information back to the CJA and update information for clients. Call clients with case updates. May be trained to provide criminal court advocacy and accompaniment once experienced with case tracking activities.	M-F-8-5 depending on court calendars. Typically 3-4 hour periods.	Enjoys the criminal justice system; Has the heart to simply stand by someone who is hurting and afraid to face their abuser in court.	Have transportation to enable getting to and from court; to be able to sit for long periods of time. Listen intently and record court orders	Patient and the ability to step back and take in the whole picture. Professional demeanor. Concentration for long periods of time. Is prompt and arrives on time. Ability to follow direction and work with little supervision.	Work in legal/court system helps, but anyone can learn how to do this.



POSITIVE SOLUTIONS

<p>Positive Solutions- MAAP/CAP</p>	<p>Positive Solutions is an umbrella term for various intervention and prevention programs. MAAP/(Men's alternative to abusive patterns) and CAP (Women's changing abusive patterns) programs are 52-week mandated programs for violators arrested for domestic violence and similar charges. Many participants have been choosing to attend on their own volition. These classes are a great way for a couple to both learn the same skills of NVC and work out of similar toolboxes using the same techniques.</p>	 <p>HEART</p>	 <p>Abilities</p>	 <p>Personality</p>	 <p>Experience</p>	
<p>Positive Solutions- NVC</p>	<p>NVC (non-violent communication) is a language of the heart, otherwise known as 'giraffe language'. Practicing NVC means simply observing, getting in touch with feelings, needs, and learning to give and receive requests. The Center offers various workshops throughout the year that are NVC based: Parenting workshops, Introduction to NVC, Peace in the Family, and Warriors for Peace.</p>	<p>Possess a passion for people, places and things; Things you like to do that really motivates you.</p>	<p>Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires</p>	<p>Are you more of an introvert or extravert. Your temperament; a morning/evening person</p>	<p>What have you been doing on the job and in your hobbies?</p>	
<p>Volunteer Opportunity</p>	<p>ROLE</p>	<p>Availability</p>	<p>Am I a good fit for this job?</p>			
<p>MAAP/CAP Co-Facilitator</p>	<p>Volunteer would make copies of handouts, help set up room, collect money and put in ETO and greet people as they come in. Attend and contribute to every session.</p>	<p>MAAP meets Tuesday Wednesday, Thursday nights, CAP Monday nights - 5:30-7:30</p>	<p>Possess a big heart for those who are hurting and rebuilding their lives.</p>	<p>Public speaking; teaching environment. Can physically move tables & chairs.</p>	<p>Can get along with anyone. Forgiving and optimistic; has a knack for being on time</p>	<p>Worked in classroom environment; public speaker; comfortable with computer</p>
<p>NVC practice group co-facilitator</p>	<p>Volunteer would make copies of handouts, help set up room, collect money and greet people as they come in. Attend and contribute to every session.</p>	<p>Needed as quarterly workshops are scheduled in evening hours.</p>	<p>Heart for offering support to others. Likes to help others learn & grow.</p>	<p>Ability to lift and stack chairs, bag up garbage, roll tables into place</p>	<p>Ability to follow direction and work with little supervision; likes people</p>	<p>Experience in group settings, handling money, and computers.</p>
<p>MAAP/CAP Intake</p>	<p>Volunteer would perform 1 hour intakes with prospective clients who want to sign up for MAAP OR cap programs</p>	<p>Time varies. Volunteer can choose available intake time slots.</p>	<p>Heart for people who are struggling. Empathic person.</p>	<p>Needs listening skills and empathy. An eye for paperwork and ability to work with a computer</p>	<p>Ability to follow direction and work with little supervision; likes working with people</p>	<p>Counseling or working with people one-on-one. Intake paperwork in any setting.</p>
<p>My Strength is Not for Hurting Co-facilitator</p>	<p>Volunteer would attend My Strength meetings at designated high schools. Would support lead facilitator by passing out handouts, writing notes on flip chart, leading some small group activities and with helping carrying supplies. Some record keeping</p>	<p>Daytime hours during week days. Has car, ability to transport materials</p>	<p>Empathic, agent of change; likes physical work; enjoys working with teens</p>	<p>Ability to drive to location; ability to physically lift and carry;</p>	<p>Patient; Outgoing; possess a sense of humor; forgiving; understanding; encouraging; good boundaries</p>	<p>Working with kids; school helper; computer, record keeping; making fliers</p>



POSITIVE SOLUTIONS

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<p>Positive Solutions-NVC</p>	<p>NVC (non-violent communication) is a language of the heart, otherwise known as 'giraffe language'. Practicing NVC means simply observing, getting in touch with feelings, needs, and learning to give and receive requests. The Center offers various workshops throughout the year that are NVC based: Parenting workshops, Introduction to NVC, Peace in the Family, and Warriors for Peace.</p>	<p>Possess a passion for people, places and things; Things you like to do that really motivates you.</p>	<p>Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires</p>	<p>Are you more of an introvert or extravert. Your temperament; a morning/evening person</p>	<p>What have you been doing on the job and in your hobbies?</p>	
<p>Volunteer Opportunity</p>	<p>ROLE</p>	<p>Availability</p>	<p>Am I a good fit for this job?</p>			
<p>Administration</p>	<p>Administration - making handouts, filing, printing certificates, data entry, sending emails and newsletter articles.</p>	<p>Office hours 9-5 Monday-Friday or evenings as arranged.</p>	<p>Passion for detail; foresight and planning; writing; likes physical work; empathic</p>	<p>Ability to sit for a period of time; computer savvy; office machines</p>	<p>Straightforward, persistent, well disciplined; Ability to follow direction and work with little supervision</p>	<p>Worked in office in administrative capacity or like environment; Works on database; works with people; handle money</p>
<p>Warriors for Peace Program Support</p>	<p>Volunteer would attend Warriors for Peace meetings on first Tuesday of every month at 7:45 pm. Volunteer would also update website, send emails, make copies, administration tasks; and if desires facilitate groups, present to schools, plan events.</p>	<p>As arranged with Facilitator</p>	<p>Passion for a cause. Attention to detail; foresight and planning; writing; likes physical work; empathic</p>	<p>Needs listening skills and empathy. An eye for paperwork and ability to work with a computer</p>	<p>Ability to follow direction and work with little supervision; likes working with people</p>	<p>Counseling or working with people one-on-one. Intake paperwork in any setting.</p>



COMMUNITY EDUCATION

Community Education	The goal of this department is to prevent violence and sexual assault before it begins. The Center's Prevention and Community Education Programs see violence as a continuum of behaviors instead of single, isolated event. Violence is not inevitable and can be prevented by making changes to social norms. The key to our comprehensive strategy to prevent violence is our primary prevention work focusing on youth and youth development utilizing the ecological model framework.	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?	
Volunteer Opportunity	ROLE	Availability	Am I a good fit for this job?			
Youth Programs Co-facilitator	Facilitator for Healthy Relationships class; T.E.A.C.H. facilitator; My Strength is Not for Hurting; Be Strong: From the Inside Out.	Commitment to attending weekly sessions ranging from 1-3 hours of time during school months.	Heart for working with children. Commitment to the mission of The Center by preventing violence before it occurs.	Cultural competence; ability to drive own car to school setting; computer literate; to be able to work with kids for long periods of time and remain sane; to read and write clearly; able to listen effectively; to sit or stand for extended periods of time; can lift and carry up to 25 lbs; computer savvy and knowledgeable of basic office machinery	Can convey complex information in a concise manner to groups of kids and/or adults Conveys a confident positive attitude; sense of humor; healthy boundaries; patient and understanding. Consistent, dependable and able to follow through with commitments.	Understands group dynamics; Teaching; lesson planning; Speaking and presenting to public.
Office assistant	Need an office person to make educational resource lists, printing, copying, filing, phone calls.	M-F 9:00a.m. - 5:00 as arranged	Dedicated; enjoy making sense of varied materials	Computer savvy; making fliers; printing savvy; organizing; Understands the basics of lesson planning	Persistent; nothing is too small to attend to; can see the bigger picture of every piece in the works.	Office equipment; classroom experience; organizing computer and diverse working materials



SURVIVORS' ADVISORY COMMITTEE

Survivors' Advisory Committee	This group of volunteers consists of a panel of survivors that share and record their stories to change and influence organizational and community policies. This panel is a closed group and membership is on an 'invitation only' basis.	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?	
Volunteer Opportunity	ROLE	Availability	Am I a good fit for this job?			
Active committee member	Share story and record to influence community attitudes, policies and practices. Volunteer would be able to continue to develop their story about the violence even years after the trauma occurred. Use your experience to become a voice for survivors' in the community.	First Wednesday evening of every month from 6-7:30, and various speaking engagements	A heart for wholeness and wellness. A heart to be empathic with helping others unfold their story down to the gruesome details of impact on their lives	To listen, to speak from your heart, mind and spirit.	This role takes someone who doesn't mind the 'personal becoming public'.	To be a survivor of domestic violence or sexual assault. Public speaking experience would help.
Public Speaker	Speaking in the community and at volunteer training for certification training	As needed or calendared	This person is willing to deconstruct and reconstruct their story in a way that it may be used for educational purposes.	To speak from your heart.	Open, honest, fearless.	This role requires a level of healing from trauma as a result of domestic violence or sexual assault experience.



BOARD

Board	The Center's Board consists of a diverse group of professional and local community members who support the mission of the Center with valuable time contributed and generous fund raising capacity. Inquiries about this opportunity may be directed to Julie Sena, the Executive Director's assistant.	 HEART	 Abilities	 Personality	 Experience	
		Possess a passion for people, places and things; Things you like to do that really motivates you.	Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	Are you more of an introvert or extravert. Your temperament; a morning/evening person	What have you been doing on the job and in your hobbies?	
Volunteer Opportunity	ROLE	Availability	Am I a good fit for this job?			
Working Board Member	Professional Development for The Center among the community; Networking and liaison building. Board members are deeply committed to fundraising and provide oversight to the Executive Director and agency operations.	One monthly meeting & varies special events.	The Board meets once a month and are present for all events and agency functions. Meets at 4:30-6:30 3rd Wednesday of each month.	To communicate by email monthly. Strong social networking skills. Ability to financially contribute to causes as a participating member of a group.	A natural fundraiser who loves to be at the pinnacle of decision making. This person likes to delve into operations and management issues to recommend changes and improvements to inter-agency operations.	Board participation; steering committee for a corporation; community connections and donor cultivation.



FRONT OFFICE

Front Office	The front office is the first point of contact. Our goal is to provide anyone who comes to The Center with a safe, clean, comfortable, supportive environment for clients, service providers, and community professionals.	 HEART	 Abilities	 Personality	 Experience
		Possess a passion for people, places and things; Things you like to do that really motivates you.	Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	Are you more of an introvert or extravert. Your temperament; a morning/evening person	What have you been doing on the job and in your hobbies?

Volunteer Opportunity	ROLE	Availability	Am I a good fit for this job?			
Reception	Make copies of forms needed in counseling rooms, front office, and the agency as requested, as well as monitoring the copier for other jobs on request. You would receipt In-Kind and monetary donations; Process (fold/stamp/stuff) mass mailings when needed. Distribute donated items as needed. Greeting and housekeeping; set, confirm and cancel appts. maintain upkeep of supplies cabinet; tend to cleanliness of lobby and restroom; sooth scared children while waiting for moms/dads who are in appointments.	M-F- 9:00 am - 5:00 pm, particularly on Wednesday/Thursday 9:00-11:00 and 3:30-5:00; Tuesday afternoons from 1-4.	Heart for helping people; Likes to be of service. Someone who likes to be on the front lines and also likes to work behind the scenes.	You need to be able to describe The Center's services in person and on the phone, & enter client contact information into our data systems and be able to juggle (multi-task) effectively.	Bright, optimistic, and cheerful. A do-all opportunity for someone who likes to keep busy.	Answering phones, using office equipment. Triaging problems.



ADMINISTRATIVE OPERATIONS

Administrative Operations	<p>A volunteer in this area is a virtual jack/Jane of all trades! The responsibilities in this role are varied and many. Fund raising, events planning and management, facilities management . This area is primarily mentored by the Operations Manger, including database management, grant reporting and compliance, facility maintenance, website maintenance, and assistance in the development of community reports and materials generated publicly.</p>	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?	
Volunteer Opportunity	Role	Availability	Am I a good fit for this job?			
Writing Press Releases	Volunteer would organize media contacts and create working file of contacts for events & stories	M-F 9:00-5:00	Likes to inform community resource publications. Putting the word out.	To write and create a public news worthy tidbit out of what we are doing	Energetic and not afraid of being in the spotlight. Attention to detail.	Some news writing; media relations; writing.
Events management	Volunteer would assist in planning events such as Sexual Assault Awareness Month; Teen Dating Violence Month; Domestic Violence Awareness Month and helping with our annual fundraiser.	As needed; SAAM, DVAM, Gala Auction; 3rd party events;	Heart for supporting peoples who want to give; willingness to give of yourself to support the planning of worthy activities	To plan an event from start to finish; time lines; proactive in getting the job done; to speak with members of the public to arrange details of an event	Brainstorming, ability to be creative in visualizing what an event could look like	Project management; organized projects or events in the past
Facilities Management	This volunteer would run errands such as collecting drinking water bottles when empty and filling up at water store downtown. Organizing the office and making a better use of the space.	As needed about twice a month depending on activities at office	Has a desire to serve The Center staff and other volunteers.	To drive your car to and from water store and storage. Ability to lift 30 lbs.	Happy to be of service.	No experience necessary!
Special Administrative Projects	This volunteer would assist in various projects that arise in the office. Duties include: mailings, donation data entry, website content writing.	varies, about one project a quarter	Passion for helping out when needed. Passion for learning new tasks	Is able to pick up things quickly, some computer skills.	A person who likes to learn new things and help hard tasks.	Clerical background.



VOLUNTEER COORDINATION

Volunteer Department	The Volunteer department consists of 50 individuals, including board members . Last year volunteers contributed 6,600 hours to The Center. This department is responsible for the recruitment, training, management of all volunteers. Each year two 70 hour volunteer trainings are conducted and 10 training in-services.	 HEART Possess a passion for people, places and things; Things you like to do that really motivates you.	 Abilities Physical, emotional, spiritual, intellectual strength and propensity to 'do' what the job requires	 Personality Are you more of an introvert or extravert. Your temperament; a morning/evening person	 Experience What have you been doing on the job and in your hobbies?	
Volunteer Opportunity	Role	Availability	Am I a good fit for this job?			
Volunteer Management	Volunteer would assist in volunteer management: Organizing quarterly departmental volunteer meetings, building volunteer leadership among departments.	Weekly support, administrative functions among the various departments.	Loves to do whatever is necessary to help people learn, grow, and change	Ability to stand and bend while at printer or collating binders; to look beyond tedious tasks to joy of completion	Joyful and appreciates doing whatever job that needs to be done.	Office worker, student,
Recruitment and enrollment processes for volunteer training	Volunteer will assist in the recruitment planning for volunteer training.	Bi-annually, for the two volunteer trainings.	Loves people and likes to learn more about them	Some level of computer literacy; Volunteer must have communication skills.	Open, concise; gets to the point; Someone who has the ability to invite and excite.	Interviewing; file management.
Volunteer Training Management	Volunteer would assist in all facets of completing two volunteer trainings per year; recruiting, orientation, manuals printing, videotaping, documentation, record keeping, stats,	Winter and fall, Tuesday and Thursday evenings from 5:00-9:00 and some Saturdays	Likes to have all details lined up; teaching people new ideas	Some physical strength to stand, bend, collate, tracking, outreach	Patient, understanding, flexible, can think on your feet; Attention to detail.	Teaching, Record keeping; working with people;
Volunteer Opportunities Developer	Volunteer would assess department needs requests for volunteer support.	As requested by department	Has heart to understand how to meet needs requests.	Ability to see the big picture;	Initiator, likes to create a new process and opportunity for someone. Someone who likes to pitch in no matter what!	Office worker, student,
Administrative functions	Volunteer would attend to Administrative duties associated with Volunteer Rosters and Record keeping	Ongoing	likes to know all information is entered and wants to dig deeper by creating more data to analyze	To think in terms of heart and structure.	Someone who has an attention for details.	Data keeping, computer literacy, office work.